

BESTSELLER INVOICING INSTRUCTIONS FOR NON-MERCHANDISE SUPPLIERS

This document outlines BESTSELLER Group's payment policy and invoice requirements for non-merchandise suppliers to ensure prompt and timely payments. These guidelines apply to all invoices and credit memos received and ordered on behalf of BESTSELLER Group.

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1. PAYMENT TERMS

BESTSELLER's **payment term is 30 days minus 2.5% cash discount of the invoice amount including VAT**. The due date of an invoice is counted from the invoice date plus 30 days net. The cash discount is deducted from the payment on the premise that BESTSELLER pays within 30 days. We reserve the right to check that the order has been received and that there are no outstanding differences in quantity or price.

2. INVOICE REQUIREMENTS

To ensure a smooth invoice processing, please submit the document in English and make sure that the information below is visible on your invoice. Non-compliance with the following requirements may lead to a **rejection of the invoice and/or delay in the payment processing**.

2.1 SUPPLIER INFORMATION

- Supplier name, address, and contact e-mail
- Bank key and Bank account number
- IBAN-number and SWIFT code

2.2 BESTSELLER INFORMATION

- The invoice must be issued to the company in the BESTSELLER group that you have done business with (See table below)
- BESTSELLER reference person
- Internal BESTSELLER Cost Center or Store Name/Number

2.3 GENERAL INVOICE INFORMATION

- English language must be used
- Invoice number
- Invoice date
- If the invoice relates to a period, please specify the start and end date of the period that the invoice relates to
- If the delivery date is different from the invoice date, please specify the delivery date on the invoice
- Delivery address
- Agreed Payment Terms
- VAT registration number (date of birth/social security number if not VAT registered)
- Correct calculated VAT and tax code
- Exact spending specification (quantity)
- EDI invoices should be sent in an OIO/XLM format file
- Please issue the invoice in the agreed currency

3. INVOICE OPTIONS

If it is your first-time sending invoices to BESTSELLER, please notify the BESTSELLER company by mail and include a PDF-Invoice as reference. You can find the e-mail addresses in the following section.

The invoice requirements outlined in the previous section apply to all invoice options. **Please ensure that the invoice is compliant with the instructions (2.1-2.3),** and that you **submit your invoice using only one of the following two options** to prevent duplicate invoices. Be aware, that BESTSELLER **does not pay proforma invoices.**

3.1 E-INVOICE (EDI)

E-invoicing is our preferred way of receiving invoices, so please submit e-invoices whenever possible as it enables us to process and pay on time. You have the option of using Electronic Data Interchange (EDI) formats of either OIOUBL or UBLXML.

3.2 E-MAIL (PDF)

The invoice must be forwarded in PDF format to the relevant BESTSELLER company. Note the following requirements specifically for PDF invoices:

- Only one invoice per e-mail
- Invoice header must start on the first page of the PDF
- Password protected PDFs cannot be processed.
- No more than 20 pages into the same PDF

You will find contact details in the next section.

4. CONTACT DETAILS

Click on a flag to find contact details for entities in the country.



Australia



Austria



Belgium &
Luxembourg



Canada



Chile



Czech Republic



Denmark



Finland



France



Germany



Greece



India



Ireland



Italy



Mexico



Netherlands



E-commerce



Norway



Poland



Portugal



Slovenia



Spain



Sweden



Switzerland



Turkey



UK



Uruguay



USA

Contact details are listed on the following pages. In certain countries, multiple entities share a common email address, which is then displayed in the 'Country' row. If the email address in the country row is not relevant to a specific entity, a valid email is listed under the entity's name.

Country	Company name & E-mail	VAT	EAN/GLN	Billing address
Australia	Bestseller Australia Pty Ltd adm.australia@bestseller.com	ABN no.: 15 607 105 368	N/A	24 Best Avenue, Mosman NSW 2086
Austria	BESTSELLER Handels GmbH AustriaFCS@bestseller.com	ATU44279507	5700670000014	Sieveringerstrasse 245. 1190 Wien
	BESTSELLER Stores Austria AustriaFCS@bestseller.com	ATU61159427	N/A	Square One - Bürohaus 1. Leopold Ungar Platz 2, Top 343. 1190 Wien
	Vila Clothes Handels GmbH AustriaFCS@bestseller.com	ATU65921069	5700670000152	Sieveringerstrasse 245. 1190 Wien
	BESTSELLER MENA GmbH AustriaFCS@bestseller.com	ATU76881046	N/A	Sieveringerstrasse 245. 1190 Wien
	ONLY Stores Austria GmbH AUT-invoices@bestseller.com	ATU65959108	N/A	Sieveringer Strasse 245, 1190 Wien
Belgium & Luxembourg	Belgium Property BV carolien.leysen@bestseller.com	BE0885569418	N/A	Keizerstraat 9, 2000 Ant- werpen, Belgium
	BESTSELLER Stores Belgium BV BelgiumFCS@bestseller.com	BE0479362617	N/A	Keizerstraat 9, 2000 Ant- werpen, Belgium
	BESTSELLER Wholesale Belgium BVBA BelgiumFCS@bestseller.com	BE0860028526	5700670000021	Keizerstraat 9, 2000 Ant- werpen, Belgium
	Vila Belgium BV BelgiumFCS@bestseller.com	BE0871790963	5704027000030	Keizerstraat 9, 2000 Ant- werpen, Belgium
	BESTSELLER Stores Luxembourg SARL BelgiumFCS@bestseller.com	LU26051310	N/A	Belle-Etoile, LU-8050, Bertrange, Belgium
	ONLY Stores Belgium BV administratieosb@bestseller.com	0536 582 719	N/A	Keizerstraat 9, 2000 Ant- werpen, Belgium
	ONLY Stores Luxembourg S.à.r.l. osl-invoices@bestseller.com	LU29815202	N/A	89-93 Grand-Rue, 1661, Lux- embourg, Luxembourg
Canada	Bestseller Wholesale Canada Inc. Canadawholesaleaccounting@bestseller.com	84743740 RT0001	N/A	225A rue de Liege Ouest, H2P 1H4, Montreal, Quebec
	Bestseller Retail Canada Inc. Canadaretailaccounting@bestseller.com	827579954 RT0001	N/A	225A rue de Liege Ouest, H2P 1H4, Montreal, Quebec
Chile	Bestseller Wholesale Chile SPA administrationcl@bestseller.com	765966671	N/A	Camino el Alba 8760, Ofi- cina 203, Comuna de las Condes, Santiago de Chile

Czech Republic	ONLY Stores Czech s.r.o. czinvoices@bestseller.com	194 55 259	N/A	Vodičkova 710/31, Nové Město, 110 00, Prague
Denmark	BESTSELLER A/S adm.invoices@bestseller.com	88216512	5790000425921	Fredskovvej 5, 7330 Brande
	BESTSELLER Wholesale A/S 483bswhs@bestseller.com	39365871	5790002488634	Fredskovvej 5, 7330 Brande
	BESTSELLER Stores Denmark A/S DenmarkStoresFCS@bestseller.com	29287511	N/A	Fredskovvej 5-7, 7330 Brande
	BESTSELLER Retail Europe A/S BRE-invoices@bestseller.com	19082075	N/A	Fredskovvej 1, 7330 Brande
	Retail-Fabrikken A/S invoice@retail-fabrikken.com	36197986	N/A	Nørregade 40 B, st., 6100 Brande
	VILA A/S vila-creditor@bestseller.com	67756819	5704027000009	Stilling Kirkevej 10, 8660 Skanderborg
	VILA Wholesale A/S 484vilawhs@bestseller.com	39366592	5790002488610	Stilling Kirkevej 10, 8660 Skanderborg
	Vila Stores A/S DenmarkStoresFCS@bestseller.com	26705606	N/A	Fredskovvej 5-7, 7330 Brande
	ONLY Stores A/S onlystoresinvoices@BESTSELLER.COM	34470448	N/A	Fredskovvej 1, 7330 Brande
	ONLY Stores Denmark A/S osd-invoices@bestseller.com	34578699	N/A	Fredskovvej 1, 7330 Brande
Finland	BESTSELLER Stores Finland OY FinlandFCS@bestseller.com	FI08097396	N/A	Lars Sonckin kaari 6 02600 ESPOO
	BESTSELLER Wholesale Finland OY FinlandFCS@bestseller.com	FI07949366	5700670000045	Lars Sonckin kaari 6 02600 ESPOO
	ONLY Stores Finland OY onlystoresfi@bestseller.com	FI2496399-5	N/A	Lars Sonckin kaari 6 02600 ESPOO
	VILA Finland OY FinlandFCS@bestseller.com	FI19711902	5704027000061	Lars Sonckin kaari 6 02600 ESPOO

France	BESTSELLER Stores France FranceFCS@bestseller.com	FR04502010564	N/A	2 Rue neuve saint pierre, 75004, Paris
	BESTSELLER Wholesale France SaS FranceFCS@bestseller.com	FR05481930659	5700670000052	2 Rue neuve saint pierre, 75004, Paris,
	VILA France SaS FranceFCS@bestseller.com	FR08483254710	5704027000092	2 Rue neuve saint pierre, 75004, Paris
	ONLY Stores France SaS administrationosf@bestseller.com	FR11822949293	N/A	2 Rue de la Haye, 67300 , Schiltigheim
	Paris Property SASU Alessandro.rossetti@bestseller.com	FR62902149228	N/A	48, rue de Provence, 75009 Paris
	9/9 - 49 France Alessandro.rossetti@bestseller.com	FR43501388904	N/A	48, rue de Provence, 75009 Paris
Germany	AHPK GmbH AHPKinvoices@bestseller.com	DE813597673	N/A	Modering 1, Haus A, Raum 811, 22457 Hamburg
	BESTSELLER Textilhandels GmbH GermanyFCS@bestseller.com	DE120679785	5700670000069	Modering 1, Haus A, Raum 201, 22457 Hamburg
	BESTSELLER Stores Germany GmbH GermanyFCS@bestseller.com	DE274298703	N/A	Modering 1, Haus A, Raum 201, 22457 Hamburg
	Vila GmbH GermanyFCS@bestseller.com	DE265246436	5707246000003	Modering 1, Haus A, Raum 201, 22457 Hamburg
	ONLY Stores Germany GmbH osg-invoices@bestseller.com	DE283639264	N/A	Ringstrasse 5b + 5c, 41747, Viersen
Greece	BEST Whs Clothing Greece LLC GreeceFCS@bestseller.com	EL800875691	N/A	Tatoiou 29, 14561 Kifisia, Athens
India	Only Retail Pvt. Ltd. onlimports@bestseller.com	27AACCO2125P1Z9	N/A	The Lalit Residency, 5th flr, The Lalit Mumbai, Sahar airport road, Sahar, Andheri (e), 400059 Mumbai
	Vero Moda Retail Pvt. Ltd. vmimports@bestseller.com	27AAFCV2609E1ZH	N/A	The Lalit Residency, 4th flr, The Lalit Mumbai, Sahar airport road, Sahar, Andheri (e), 400059 Mumbai

	Best united India Comforts Pvt. Ltd. jjimports@bestseller.com	27AABCU0772F1ZG	N/A	The Lalit Residency, 2th flr, The Lalit Mumbai, Sahar airport road, Sahar, Andheri (e), 400059 Mumbai
	Selected Retail Pvt. Ltd. selimports@bestseller.com	27ABCCS9100R1ZU	N/A	The Lalit Residency, 2th flr, The Lalit Mumbai, Sahar airport road, Sahar, Andheri (e), 400059 Mumbai
	Bestseller Fashion India Pvt. Ltd. bsfimports@bestseller.com	27AAECB2906M1ZL	N/A	The Lalit Residency, 3th flr, The Lalit Mumbai, Sahar airport road, Sahar, Andheri (e), 400059 Mumbai
	Bestseller Wholesale India Pvt Ltd akshay.shelke@bestseller.com	27AADCB7879C1ZH	N/A	The Lalit Residency, 1 th flr, The Lalit Mumbai, Sahar airport road, Sahar, Andheri (e), 400059 Mumbai
	Indifusion Apparels India Private Limited indfuimports@bestseller.com	07AAECI7042M2ZA	N/A	Block A, Part of 4th floor, Mall Block, MGF Metropolitan, Saket Mall, New Delhi, South Delhi, Delhi, 110017
Ireland	BESTSELLER Stores Ireland IrelandFCS@bestseller.com	IE6576080R	N/A	Unit 14, The Westway Centre, Ballymount Avenue, 12 Dublin
	BESTSELLER Wholesale (Ireland) Ltd. IrelandFCS@bestseller.com	IE8265260D	5700670000076	Unit 14, The Westway Centre, Ballymount Avenue, 12 Dublin
	ONLY Stores Ireland Ltd. IrelandFCS@bestseller.com	IE9844477P	N/A	Unit 14, The Westway Centre, Ballymount Avenue, 12 Dublin
	VILA Clothes Ltd IrelandFCS@bestseller.com	IE6331928L	5704027000054	Unit 14, The Westway Centre, Ballymount Avenue, 12 Dublin
Italy	BESTSELLER Italy SpA ItalyFCS@bestseller.com	IT02469361204	5700670000083	Via Braglia 21, 40024 Castel San Pietro Terme (CSPT) Bologna
	BESTSELLER Stores Italy SpA ItalyFCS@bestseller.com	IT03014391209	N/A	Via Braglia 21, 40024 Castel San Pietro Terme (CSPT) Bologna
	ONLY Stores Italy Srl onlyadministration@bestseller.com	04147801205	N/A	Via Braglia 21, 40024 Castel San Pietro Terme (CSPT) Bologna
	VILA Italy s.r.l. ItalyFCS@bestseller.com	IT03720721202	5707246000004	Via Braglia 21, 40024 Castel San Pietro Terme (CSPT) Bologna

México	Bestseller Wholesale México S.A de CV administrationmx@bestseller.com	BWM180309962	N/A	Cordoba 42 Int Piso 8 - 807 Roma Norte, Cuauhtémoc Ciudad de México 06700
	Bestseller Textil Mexico S.A de CV administrationmx@bestseller.com	BTM1803096A3	N/A	Cordoba 42 Int Piso 8 - 807 Roma Norte, Cuauhtémoc Ciudad de México 06700
Netherlands	BESTSELLER Wholesale Benelux B.V. HollandFCS@bestseller.com	NL804145921B01	5700670000106	Krijgsman 15-18, 1186DM Amstelveen
	BESTSELLER Stores Netherlands B.V. HollandFCS@bestseller.com	NL810000404B01	N/A	Krijgsman 15-18, 1186DM Amstelveen
	BESTSELLER United NL B.V HollandFCS@bestseller.com	NL821044023B02	N/A	Krijgsman 15-18, 1186DM Amstelveen
	Vila Benelux BV HollandFCS@bestseller.com	NL810901730B01	5704027000016	Krijgsman 15-18, 1186DM Amstelveen
	Vila Stores BV HollandFCS@bestseller.com	NL851860862B01	N/A	Krijgsman 15-18, 1186DM Amstelveen
	Bestseller Retail Benelux BV administratiebre@bestseller.com	NL8041.73.266.B.01	N/A	Grasdrogerijweg 3, 3833 BZ Leusden
	ONLY Stores Holland BV administratieosh@bestseller.com	NL851635714B01	N/	Grasdrogerijweg 3, 3833 BZ Leusden
E-commerce	Bestseller Handels B.V. invoices_ecom@bestseller.com	NL8536.85.757.B01	N/A	Koivistokade 1 C, 1013 AC Amsterdam, Netherlands
	Bestseller Commerce B.V. invoices_ecom@bestseller.com	NL853816451B01	N/A	Koivistokade 1 C, 1013 AC Amsterdam, Netherlands
	Bestseller Service B.V. invoices_servicebv@bestseller.com	NL8538.16.402.B01	N/A	Koivistokade 1 C, 1013 AC Amsterdam, Netherlands
Norway	BESTSELLER A/S NorwayFCS@bestseller.com	NO943088136MVA	5700670000113	Verkseier Furulundsvei 16A, 0668, Oslo,
	BESTSELLER Stores Norway AS NorwayFCS@bestseller.com	NO971128739MVA	N/A	Verkseier Furulundsvei 16A, 0668, Oslo
	Vila Norge AS NorwayFCS@bestseller.com	NO968917277MVA	5704027000085	Verkseier Furulundsvei 16A, 0668, Oslo
	BRN Best Retail Norge AS NorwayFCS@bestseller.com	NO986139397MVA	N/A	Havnegata 15 7800 NAM-SOS

	ONLY Stores Norway AS OSN-invoices@bestseller.com	998385903	N/A	C. Sundts Gate 51, 5004 Bergen
Poland	Bestseller Commerce Poland Sp. z o.o. PolandBRAInvoices@bestseller.com	PL7010645831	N/A	Prosta 40, 72-00 Lozenica, Poland
Portugal	Bestseller Handels Portugal Unipessoal Lda PortugalFCS@bestseller.com	PT515126942	N/A	Avenida da Liberdade 224 piso 3 1250-148 Lisboa
Slovenia	BESTSELLER SLO D.O.O. sloveniaFCS@bestseller.com	SI95848746	N/A	Komenskega Ulica 36, 1000 Ljuljana
Spain	BESTSELLER Retail, S.L.U. SpainFCS@bestseller.com	ESB92379304	N/A	Calle Argelia 2, 29140 Churriana, Malaga
	BESTSELLER Wholesale Spain S.L. SpainFCS@bestseller.com	ESB29826351	8437011429001	Calle Argelia 2, 29140 Churriana, Malaga
	Vila Spain S.L.U. SpainFCS@bestseller.com	ESB93047132	8437011938008	Calle Argelia 2, 29140 Churriana, Malaga
Sweden	BESTSELLER Sverige AB SwedenFCS@bestseller.com	SE556306754401	5790002330407	Frösundaviks allé 9 16970 Solna
	BESTSELLER Stores Sverige SwedenFCS@bestseller.com	SE556460289301	N/A	Frösundaviks allé 9 16970 Solna, Sweden
	ONLY Stores Sweden AB oswinvoices@bestseller.com	556904-054501	N/A	Frösundaviks allé 9 16970 Solna, Sweden
	Vila Sweden AB SwedenFCS@bestseller.com	SE556480512401	5704027000078	Frösundaviks allé 9 16970 Solna, Sweden
Switzerland	BESTSELLER Schweiz AG SwitzerlandFCS@bestseller.com	CHE-110552218	5700670000144	Feldeggsstrasse 2, 8152 Glattbrugg, , Switzerland
	BESTSELLER STORES Switzerland AG SwitzerlandFCS@bestseller.com	CHE-103230672	N/A	Feldeggsstrasse 2, 8152 Glattbrugg, Switzerland
	Vila Clothes AG SwitzerlandFCS@bestseller.com	CHE-109522050	5704027000023	Feldeggsstrasse 2, 8152 Glattbrugg, Switzerland
	ONLY Stores Switzerland AG ch-invoices@bestseller.com	CH27030118513	N/A	Rorschacher Strasse 107, 9000, St. Gallen, Switzerland

Turkey	Bestseller Teks San İhr İhr ve Diş Tic Ltd Sti bstrfinance@bestseller.com	1660054630	N/A	Etiler Mh Ahular Sk No 20 Etiler-Istanbul, Turkey
	Bestseller Birleşik Teks Top ve Per Tic Ltd Sti Tr.finance@bestseller.com	1870509199	N/A	Etiler Mh Yıldız Cicegi Sk No 20 Etiler-Istanbul, Turkey
UK	BESTSELLER Retail UK Limited UnitedKingdomFCS@best-seller.com	GB893437779	N/A	Unit A, 10 Fashion Street, E1 6PX, London, UK
	BESTSELLER Wholesale UK UnitedKingdomFCS@best-seller.com	GB749377481	5700670000151	Unit A, 10 Fashion Street, E1 6PX, London, UK
	VILA Clothes Ltd. (UK) UnitedKingdomFCS@best-seller.com	GB860131362	5704027000047	Unit A, 10 Fashion Street, E1 6PX, London, UK
USA	BESTSELLER Wholesale US LLC USFCS@bestseller.com	4987963	N/A	96 Spring Street Fl 4 New York, NY 10012, USA
Uruguay	Bestseller Latam ZF S.A administrationlatam@best-seller.com	217307550017	N/A	Dr Luis Bonavita 1294 piso 20, Montevideo
	Bestseller Textil WHS Uruguay S.A administrationuy@best-seller.com	217588350017	N/A	Juncal 1305 piso 13, Monte- video

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