

VOpCo

A Vince Operating Company

INVOICING PROCESS INSTRUCTIONS

- Please make all invoices billable to **V Opco, LLC**
- Invoices should be to the attention to whomever requested services / product

EXAMPLE:

V Opco, LLC

Attn: (point of contact)

In order to have your invoices processed and paid in a timely manner you must send to the below email or mailing address. You can choose which method is most convenient for you.

SUBMIT VIA EMAIL

- Please submit **expense** invoices to VendorInvoices@vince.com
- Please submit **inventory** invoices to InventoryInvoices@vince.com

If you email the invoices, they must be sent as a **PDF file**. Please include only one invoice per file. If it's not a PDF file or if there are multiple invoices in a single attachment, it won't go through.

SUBMIT VIA MAIL

- Please mail all invoices to the below address:

V Opco, LLC

Attn: (point of contact)

PO Box 446

Broadway NJ 08808-0446

If these instructions aren't followed, then the invoices won't be able to be processed and payment will be delayed.

If you have any questions, please reach out to VendorInquiries@Vince.com