

## COMPANY NAME <sup>1</sup>

<b>Send payment to</b> <sup>2</sup> COMPANY NAME 108 Cypress Court Bonita Spings, FL 341351		ACH / Wire ABA 082000024 ACC 768698604	<b>Contact us</b> <sup>3</sup> Tel 212 123 4567 Email <a href="mailto:example@company.com">example@company.com</a> Tax ID 12-3456789 <sup>4</sup>
<b>Bill to</b> <sup>5</sup> Datadog, Inc. 620 8th Ave. FL 45 New York, NY 10018	<b>Ship to</b> Datadog, Inc. 620 8th Ave. FL 45 New York, NY 10018	<b>Invoice</b> <sup>6-9</sup> Number 12345 Date 04/03/2023 PO# 12345	
Description	Quantity	Price	Amount
<b>Material A</b> <sup>10</sup> <b>Material B</b>	100 100	20 10	2000 1000
<b>Discount</b>			-500
<b>Terms 90NPR</b> <sup>11</sup>		Subtotal Tax <b>Invoice Total</b>	2500 USD <sup>12-14</sup> 0 USD <b>2500 USD</b>

### Required Invoice Details

- Supplier Name
- Remit to details such as bank details (Datadog preferred method) or check delivery address
- Supplier contact information
- Supplier Tax ID - found on W-9 form
- Bill-to details - Datadog legal entity and address (matching Datadog issued PO)
- Title of document - Invoice or Credit Memo
- Unique sequence number - invoice number or credit memo number (Credit Memo must refer to original document).
- Invoice date
- Purchase Order number - invoices will not be processed without a corresponding Datadog PO # displayed. If you are an approved non-PO vendor, you must provide your Datadog contact's name in place of a PO #. **Your Invoice will be rejected if it does not display a PO#**. (or Datadog contact [i.a.] )
- Description: details of the charge such as subject, quantity, price, etc. (matching Datadog issued PO)
- Payment terms
- Subtotal - Before taxes
- Tax - State Sales Tax
- Invoice Total to be paid and invoice currency

### Datadog Invoice Formatting Rules

**Kindly respect the following rules for PDF Invoice submissions to avoid Invoice rejections and delays to payment processing. Note, failure to comply to the following requirements may result in delayed payment**

- All invoices **MUST** be submitted by using the Coupa Supplier Portal against the corresponding PO# **(if you are not linked to the portal please email us at [coupa@datadog.com](mailto:coupa@datadog.com))**
- For companies not able to access third party softwares, please send all invoices to: [invoices@datadog.coupausercontent.com](mailto:invoices@datadog.coupausercontent.com)
- Submit separate invoices for each Datadog entity
- Invoices **MUST** be **text based (not scanned)** and in **PDF format**
- Ensure that there is only one invoice per PDF file. Submit multiple PDF files for multiple invoices
- Do not send more than one PDF document in one email (e.g. 3 invoices require 3 separate emails)
- Do not submit the same invoice multiple times, as it causes delays in processing of invoices.
- For invoice and payment questions please email us at: [accountspayable@datadoghq.com](mailto:accountspayable@datadoghq.com)