

Supplier Invoicing Guide for HBI

Version 2026.1

Key Callouts – To avoid delay in payment, please note the callouts below:

- Invoices that do not reference a purchase order MUST have the Hanesbrands representative that requested the goods or services listed in the Bill To information.
- All invoices submitted via email, MUST be sent in either PDF or TIFF format and MUST only include 1 invoice per attachment. Please do NOT scan multiple invoices into 1 file.
- Invoice MUST be clear and legible.
- Email addresses have been updated. In order to assure your invoice is reaching the appropriate AP area, please note the email address associated with the Bill To entity listed below.
- For billing inquiries, payment status, or inquiries about payment dates, please email:
HBI_AP_Inquiries@hanes.com

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1.0 Introduction

Hanesbrands, Inc (HBI) and our subsidiaries are dedicated to developing and maintaining strong relationships with our suppliers to assure timely and efficient delivery of products and services to our various locations.

The goal of this Supplier Invoicing Guide is to provide information that will help streamline the processing of invoices and facilitate timely and accurate payment for invoices billed to HBI entities. Any future changes or enhancements to our invoice requirements will be communicated through a subsequent release of this Supplier Invoicing Guide.

Thank you in advance for your company's cooperation. **HBI** and our subsidiaries look forward to a continued and successful business relationship.

2.0 Invoicing

Overview

In order to streamline the processing of invoices and facilitate timely and accurate payment, the following invoicing instructions must be followed. **Failure to follow these instructions may lead to payment delay or rejection of invoices.**

Invoice Requirements

Failure to comply with the invoice requirements may result in processing delays or the return of your invoice.

Each invoice should contain the following information:

- Legal Supplier name clearly written and visible; must not only be part of a logo.
- "Bill To" Address
The bill to address must include The HBI or HBI subsidiary address responsible for payment of goods or services provided. The correct and full legal entity name and address must be referenced on the invoice.
- The HBI or HBI subsidiary **Point of contact Name** or HBI/ HBI subsidiary **Requisitioner Name**. (Unless your invoice references an HBI or HBI subsidiary purchase order number).
- A unique invoice number.
Do not include punctuation or special characters or reuse any invoice number.
- Invoice date
The invoice date must not precede the ship date or service date. Invoices lacking a specified invoice date cannot be accepted.
- "Ship To" address.
If the shipment is intended for a particular location but is to be shipped to an address other than the location, a line must be added to the invoice identifying a "Marked For" location.
- Description of each item being invoiced.
Each invoice must itemize products, materials, supplies, parts, equipment, labor (i.e. - installation or services) and list the related cost per item. Supplier technical descriptions and/or supplier model or part numbers (alone) are not sufficient descriptions.
- Quantity by item.
- Unit of Measure Must match PO UOM → Unit item cost.
- Extended cost by item.
- Total freight/handling costs only when previously approved by **HBI or an HBI subsidiary**.
- Appropriate Tax only in cases where required, including sales/use, value added and/or withholding
 - Total invoice amount
Must equal total items invoiced plus any additional charges on invoice
- "Remit Payment To" address/information must be clearly written and visible on each invoice.
- One Purchase Order number
Only one purchase order per invoice. Do not bill multiple purchase orders on the same invoice or the invoice will be rejected.
- No Shading and invoice must be legible
- Credit Memos must clearly reference the original invoice or purchase order to which they are related.
- Proforma invoices will not be processed.
- Invoices with altered or handwritten information cannot be accepted

All supporting documentation for an invoice must be attached to the invoice at the time of submission. Independent contractors are required to include supporting documentation for the services and labor performed (i.e. – time sheets). There will be a delay in payment or rejection if an invoice is received without proper supporting documentation when required.

Invoice Submission Requirements

IMPORTANT NOTE!!!

DO NOT send or resend the same invoice multiple times or by multiple methods. Duplicate invoices in our system may result in payment delays.

HBI has multiple invoice submission methods available

- EDI (If an approved HBI EDI partner) *Please note, if you are an EDI Partner, you should not submit invoice copies to the email addresses listed below.*
- Email (Preferred delivery method unless specifically disallowed by country statute) → Postal mail
- Delivery to an approved physical HBI location – could cause additional delays in processing

Invoices managed by HBI Global Transaction Services (GTS) that are sent directly to an address other than those listed below may cause a delay in processing. If you do business with multiple HBI locations or are a global HBI vendor, you must continue to bill to the correct HBI location as noted on the Purchase Order or provided by the HBI employee procuring your goods/services. Please ensure that your billing system is set up to accommodate multiple bill to addresses for HBI if you do business with multiple HBI entities.

Please note that ERS vendors must send a “Commercial” invoice following these same guidelines. The email addresses for ERS submission is listed in the tables below.

REMEMBER!!!

DO NOT send or resend the same invoice multiple times or by multiple methods. Duplicate invoices in our system may result in payment delays.

3.0 HBI Legal Entity “Bill To” Companies

Dominican Republic

Invoice Currencies	Mail Invoice to	Email Invoice to (.pdf or .tiff)
<p>This entity accepts invoices in both Dominican Pesos (DOP) and US Dollars (USD)</p> <p>AP COMPANY 3220</p>	<p>Textiles Bali Dominicana Zona Franca Industrial SPM San Pedro de Macoris República Dominicana</p>	<p>hbi_balidominicana@invoices.corcentric.com</p>
<p>This entity accepts invoices ONLY in US Dollars (USD)</p> <p>AP COMPANY: 3580</p>	<p>Hanesbrands Dos Ríos Enterprise Zona Franca Dos Rios Enterprise Autopista Duarte Km. 80 Paraje La Minita Banao Republica Dominicana</p>	<p>hbi_dosriosenterprise@invoices.corcentric.com</p>
<p>This entity accepts invoices ONLY in Dominican Pesos (DOP)</p> <p>AP COMPANY: 3811</p>	<p>Hanesbrands Dos Rios Switzerland Zona Franca Dos Rios Enterprise Autopista Duarte Km. 80 Paraje La Minita Bonaó Republica Dominicana</p>	<p>hbi_dreenterprise@invoices.corcentric.com</p>
<p>This entity accepts invoices ONLY in Dominican Pesos (DOP)</p> <p>AP COMPANY: 3583</p>	<p>Dos Rios Textiles Inc Zona Franca Dos Rios Enterprise Autopista Duarte Km. 80 Paraje La Minita Bonaó Republica Dominicana</p>	<p>hbi_dosrios@invoices.corcentric.com</p>
<p>This entity accepts invoices in both Dominican Pesos (DOP) and US Dollars (USD)</p> <p>AP COMPANY: 3760</p>	<p>Hanesbrands Caribbean Logistics Hanes Caribe Inc Carr San Isidro Km 17 Zona Franca San Isidro Santo Domingo República Dominicana</p>	<p>hbi_caribbeanlogistics@invoices.corcentric.com</p>
<p>This entity accepts invoices ONLY in Dominican Pesos (DOP)</p> <p>AP COMPANY: 3817</p>	<p>Hanes SC Hldgs Switz DR Branch Carr San Isidro Km 17 Zona Franca San Isidro Santo Domingo República Dominicana</p>	<p>hbi_hanescaribe@invoices.corcentric.com</p>

This entity accepts invoices ONLY in US Dollars (USD)	Hanes SC Hldgs Switz DR Branch Autopista San Isidro KM 17 Zona Franca San Isidro Santo Domingo Este Dominican Republic	hbi_sanisidro@invoices.corcentric.com
AP COMPANY:3817		

El Salvador

Mail Invoice to	Email Invoice to (.pdf or .tiff)
<p>Texlee El Salvador Ltda. de C.V. Km.27 1/2 Carretera a Sonsonate Lourdes-Colon, La Libertad El Salvador</p> <p>AP COMPANY 2555</p>	hbi_texlee@invoices.corcentric.com
<p>Inversiones Bonaventure S.A. de C.V. Km 27 1/2 Carretera a Sonsonate Lourdes-Colona, La Libertad El Salvador</p> <p>AP COMPANY 2585</p>	hbi_bonaventure@invoices.corcentric.com
<p>Confecciones Jiboa S.A de C.V. Zona Franca El Pedregal, Edificio 5E KM. 46 1/2 Carretera a La Herradura El Rosario, La Paz El Salvador</p> <p>AP COMPANY 3231</p>	hbi_jiboa@invoices.corcentric.com
<p>Hanesbrands El Salvador Ltda. de C.V. (El Salvador Sock) Km. 34 1/2 Carretera A San Juan Opico La Libertad El Salvador</p> <p>AP COMPANY 3488</p>	hbi_essock@invoices.corcentric.com
<p>Hanesbrands El Salvador Ltda. de C.V. (El Salvador Textiles) Km. 34 1/2 Carretera A San Juan Opico La Libertad El Salvador</p> <p>AP COMPANY 3727</p>	hbi_estextile@invoices.corcentric.com

<p>Confecciones El Pedregal S.A. de C.V (El Salvador Sew) Zona Franca Parque Ind. Samli Edificio 1 Km. 31 ½ Carretera a Santa Ana San Juan Opico, La Libertad El Salvador AP COMPANY 3748</p>	<p>hbi_essew@invoices.corcentric.com</p>
<p>Confecciones El Pedregal S.A. de C.V (El Pedregal)</p>	<p>hbi_elpedregal@invoices.corcentric.com</p>
<p>Zona Franca El Pedregal, Edificio 4C Km. 46 ½ Carretera a La Herradura El Rosario, La Paz El Salvador</p> <p>AP COMPANY 3822</p>	

Costa Rica

	<p>Email Invoice to (.pdf or .tiff)</p>
<p>Hanes Costa Rica Plaza Real Cariari, autopista General Cañas 111, Heredia, Heredia, Ulloa</p> <p>AP COMPANY: 3819</p>	<p>HBI_COSTA_RICA@INVOICES.CORCENTRIC.COM</p>

Honduras

<p>Mail Invoice to</p>	<p>Email Invoice to (.pdf or .tiff)</p>
<p>Confecciones del Valle S. de R.L. Zona Industrial de Exportación Buena Vista S.A. Barrio Pueblo Nuevo Villanueva Cortes, Honduras C.A.</p> <p>AP COMPANY: 3232</p>	<p>hbi_cdv@invoices.corcentric.com</p>
<p>Hanes Choloma S. de R.L. Zip Choloma I, Colonia La Mora Frente A Mall Las Américas Choloma Cortes, Honduras C.A.</p> <p>AP COMPANY: 3735</p>	<p>hbi_hanescholoma@invoices.corcentric.com</p>

<p>Bill to Company (Legal HBI Entity) Choloma Inc P.O. Box 265 GT, Walker House, Mary Street George Town, Grand Cayman, Cayman Islands</p> <p>Mail Invoice to Hanes Choloma S. de R.L. Zip Choloma I, Colonia La Mora Frente A Mall Las Américas Oficinas de Finanzas Choloma Cortes, Honduras C.A.</p> <p>AP COMPANY 3736</p>	<p>hbi_cholomainc@invoices.corcentric.com</p>
<p>Hanes Ink Honduras S.A. de C.V. Zona Libre Indelhva Norte Edificio 11-12, 800mts Carretera a La Jutosa, Choloma Cortes, Honduras, C.A.</p> <p>AP COMPANY 3749</p>	<p>hbi_hanesink@invoices.corcentric.com</p>

Canada

Remit to Company (Mail Invoice to)	Remit Email (SEND INVOICES)
<p>Canadelle Limited Partnership PO Box 8649 Philadelphia PA 19101</p> <p>AP COMPANY 2010</p>	<p>HBI_Canadelle@invoices.corcentric.com</p>
<ul style="list-style-type: none"> • ERS Commercial Invoice for Canadelle Limited Partnership • <i>Debit / Credit notes should be submitted to the email address above.</i> 	<p>HBI_AA2010@invoices.corcentric.com</p>

United States

Mail Invoice to	Email Invoice to (.pdf or .tiff)
<p>HANESBRANDS INC - INNERWEAR PO Box 8648 Philadelphia PA 19101</p> <p>AP COMPANY 3800</p>	<p>hbi_IW@invoices.corcentric.com</p>
<p>Hanesbrands Inc Outerware PO Box 8349 Philadelphia PA 19101</p> <p>AP COMPANY 3700</p>	<p>Hbi_OW@invoices.corcentric.com</p>

Hanesbrands Inc Corporate PO Box 8346 Philadelphia PA 19101	Hbi_corp@invoices.corcentric.com
AP COMPANY 9000	
<ul style="list-style-type: none"> • ERS Commercial Invoice for Hanesbrands Inc • Debit / Credit notes should be submitted to the email address above. 	HBI_AA3800@invoices.corcentric.com

Ireland

Mail Invoice to	Email Invoice to (.pdf or .tiff)
Maidenform Brands Intl Ltd Shannon Industrial Estate County Clare Shannon Ireland	HBI_Ireland@invoices.corcentric.com
Maidenform Brands Intl Ltd Shannon Industrial Estate County Clare Shannon Ireland	HBI_Spain@invoices.corcentric.com
Maidenform Brands Intl Ltd Shannon Industrial Estate County Clare Shannon Ireland	HBI_Germany@invoices.corcentric.com

Thailand

Mail Invoice to	Email Invoice to (.pdf or .tiff)
HBI Manufacturing Thailand Ltd 99 Moo 1 Tumbol Cheupleng Amphur Prasat Surin Porvince 32140 Thailand AP COMPANY 3769	3769_HBI_ROH_Asia@invoices.corcentric.com

Vietnam

Mail Invoice to	Email Invoice to (.pdf or .tiff)
Hanesbrands Vietnam Co Ltd Chinh Nghia Commune Kim Dong District Hung Yen Province Hung Yen Vietnam AP COMPANY 3844	3844_HBI_Vietnam@invoices.corcentric.com

<p>Hanesbrands Vietnam Hue Co Ltd Chinh Nghia Commune Kim Dong District Hung Yen Province Hung Yen Vietnam</p> <p>AP COMPANY 3848</p>	<p>3848_HBI_Vietnam_Hue@invoices.corcentric.com</p>
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Hanesbrands Apparel (HK) Ltd

Mail Invoice to	Email Invoice to (.pdf or .tiff)
<p>Hanesbrands Apparel (HK) Ltd Suite 1001-9 Tower 3 China Hong Kong City 33 Canton Road, TsimShaTsui, Kowloon Hong Kong</p> <p>AP COMPANY 3860</p>	<p>3860_HBI_Apparel_HK@invoices.corcentric.com</p>
<ul style="list-style-type: none"> • ERS Commercial Invoice for Hanesbrands Apparel (HK) Ltd • Debit / Credit notes should be submitted to the email address above. <p>AA 3800</p>	<p>HBI_AA3800@invoices.corcentric.com</p>

Hanesbrands Corp Svcs (HK) Ltd

Mail Invoice to	Email Invoice to (.pdf or .tiff)
<p>Hanesbrands Apparel (HK) Ltd Suite 1001-9 Tower 3 China Hong Kong City 33 Canton Road TsimShaTsui Kowloon Hong Kong</p> <p>AP COMPANY 3861</p>	<p>3861_HBI_Corp_Svcs_HK@invoices.corcentric.com</p>

Non-Compliance

Non-compliance to the above invoicing instructions will result in a delay of invoice processing and payment. Invoices submitted incorrectly will, at the discretion of HBI, be rejected for correction and resubmission.

4.0 Supplier Information Updates

Overview

In order to accurately and timely handle any changes to Supplier information, the following instructions must be followed. Failure to follow these instructions will lead to the delay in updating our records and possible delays in payment.

Supplier Information Updates

- HBI must be notified immediately of any changes to Supplier information. This includes, but is not limited to:
- Change in “remit to” address/information – *change must also be reflected on your invoice in order for HBI to comply*
 - Change in company name – *change must also be reflected on your invoice in order for HBI to comply*
 - Change in company ownership
 - Change in account contact
 - Change in contact information (i.e.- email address)
 - Change in your bank information

Changes with supporting documentation must be received in writing on your company letterhead; changes requested via the telephone will not be honored. Some changes can be emailed from a company email address. Please contact HBI Vendor Services for further information regarding email eligible information.

Hbi complies with the US Government Foreign Corrupt Practices Act. Any changes to your company’s legal name, ownership or address will require recertification through FCPA.

Mail changes to: **HBI – AP Vendor Services**
 101 N. Cherry Street

 Winston-Salem, NC 27101

Email: SLBS.Vendor_Services@hanes.com
(you must include attachments of any supporting documentation)

