Invoicing Instructions

开票要求

- 1. For VAT invoice 发票开具要求
- 1) Please issue an invoice after getting confirmation from Novartis contact once services or goods are delivered

服务完成或货物送达后,请务必在收到诺华联系人确认后开具发票

- 2) PO number must be printed in the invoice. You can get the number from Novartis contact. 发票备注栏里必须打印采购订单号码 (PO number),您可以从诺华联系人获取采购订单号码
- 3) Invoice for downpayment/prepayment must be issued in 30 days and downpayment/prepayment number must be printed in the invoice. You can get the number from Novartis contact.

若有预付款,请在30天内提供发票,发票备注栏里必须打印预付款申请编号,您可以从诺华联 系人获取该编号

- 4) Cost breakdown or statement is needed if details are not listed in the invoice. 若发票上无法列明费用明细,请提供费用明细表或结算单,使发票入账更有效率
- 5) One invoice can only apply to One PO. 一个采购订单可以开具一张或多张发票,但一张发票仅能对应一个采购订单
- 6) One Value-added Tax Special Invoice has only one tax code. 同一张发票只能出现一种税率(增值税专用发票)
- 7) Be careful in applying special invoice seal in only blank areas on the invoice to avoid covering important information like volume or remarks. 增值税发票需加盖发票专用章,且发票专用章必须盖在空白区,请勿遮盖发票金额和备注栏信 息,其他类型发票按照发票管理条例或者税务局要求进行盖章。
- 8) Make sure the payee information (e.g. Bank holder name, tax id number) is correct 发票的购买方信息(比如公司名称、税号)必须准确无误

2. Delivery address 纸质发票邮寄地址

Address: 4218 Jinke Road, Shanghai, China Postcode: 201203 Receiver: Novartis Financial Center Invoice Centralization Team Xiao nuo

Contact: 4006998800-4-1

地址:上海张江金科路4218号 邮编: 201203

收件人: 诺华财务中心 发票处理团队 小诺 收 联系电话: 4006998800-4-1

Please provide contact list when delivering an invoice as following attachment.

每次邮寄发票时都请提供贵公司和诺华公司的联系人和联系方式(请参考以下模板),便于发票入 账有问题后及时解决。

Vendor name: Contact person and telephone: Novartis contact person and telephone:

供应商公司名:

联系人和联系电话:

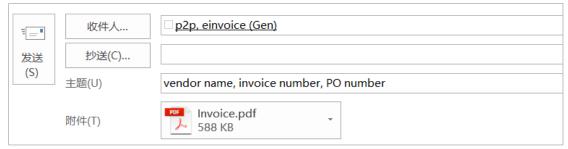
诺华联系人和联系方式:

3. For imports and exports invoice or e-invoice 进出口业务类及电子发票

Imports and exports invoice or e-invoice should be delivered only by email both to einvoice.P2P@novartis.com and Novartis Contact. Standard response time is 3 working days.

- 1) PO Number, Invoice Number, and Invoice issue date should be printed clearly in the invoice
- 2) Vendor name, Invoice Number and PO Number should be noted in the email title. (These items could be gained from PO or Novartis contact.)

进出口业务类发票及电子发票不需要邮寄纸质文档。请在发票上标注采购订单号码,清晰标注发票号和发票日期,并同时发到诺华联系人和公共邮箱 <u>einvoice.P2P@novartis.com</u>,请注明供应商名称、发票号码和订单号码。请注意,标准响应时间为三个工作日。



4. Invoice Payment check 发票付款查询

<u>p2p.cn@novartis.com</u> is available for payment check if it exceeds the agreed payment term. Vendor name, Invoice Number and PO Number should be noted in the email title. Standard response time is 3 working days.

若贵公司在发票逾期后尚未收到货款,请发送邮件至 <u>p2p.cn@novartis.com</u>,查询发票处理进度。

同样,请注明供应商名称、发票号码和订单号码等。请注意,标准响应时间为三个工作日。