

## INVOICING GUIDELINES

Novo Nordisk is in the process of digitalising its invoice handling procedures. To facilitate a seamless payment process, it is essential to include the recipient's initials on the invoice and, if applicable, the purchase order (PO) number.

The preferred way of invoicing Novo Nordisk depends on where you are located in the world.

We kindly ask you to comply with these guidelines when sending an invoice or a credit note to Novo Group companies.

### **Electronic invoicing (transfer via EAN number):**

You can find information about how to invoice Novo Nordisk via EAN number [here](#).

In Denmark, you can invoice Novo Nordisk A/S and Novo Nordisk Pharmatech A/S electronically, using an EAN number.

### **PDF invoices:**

Important guidelines for invoice submission:

- The invoice must include a clear reference to a Purchase Order (PO) number and/or the recipient's initials and full name.
- Each invoice should be sent as a single PDF attachment.
- You can attach multiple invoices as separate PDF attachments in a single email.
- Do not include instructions in the email. The system will only consider the attachments and ignore any text in the email.
- Do not send attachments that are password protected, as the system cannot open such files

For any payment related queries, reminders and statement of accounts, please look up the affiliate you are invoicing [here](#) and use the dedicated mailbox.

### **Coupa Supplier Portal (CSP):**

- Invoicing through the Coupa Supplier Portal is available for suppliers that invoice a specific Novo Nordisk affiliate, see the list [here](#).
- Please reach out to Coupa Support to get linked to Novo Nordisk on CSP on [coupasupport@novonordisk.com](mailto:coupasupport@novonordisk.com)
- Find guidance material for how to get started with CSP [here](#) and see the status on your invoice

## Legal requirements for an invoice:

Any invoice that does not meet the below criteria will be returned for correction.

Content	Definition based on the EU VAT directive
<b>Date</b>	The date of issue
<b>Invoice number</b>	A sequential number, based on one or more series, which uniquely identifies the invoice;
<b>Supplier's identification</b>	VAT/GST number or Tax Id number <b>and</b> full name and address
<b>Customer's identification</b>	Full name and address. VAT number only if it is an intracommunity supply in EU.
<b>Quantity and nature of the supply</b>	The quantity and nature of the goods supplied or the extent and nature of the services rendered;
<b>Date of delivery</b>	The date on which the supply of goods or services was made or completed <b>or</b> the date on which the payment on account was made when it differs from the date of issue of the invoice;
<b>Taxable amount per rate or exemption</b>	The taxable amount per rate or exemption;
<b>Unit price before VAT/GST</b>	The unit price exclusive of VAT and any discounts or rebates if they are not included in the unit price;
<b>VAT/GST rate</b>	The VAT/GST rate applied;
<b>VAT/GST amount payable</b>	The VAT/GST amount payable, except where a special arrangement applies, and this information is excluded in accordance with the EU VAT Directive
<b>Tax representative's identification, if applicable*</b>	VAT number together with full name and address <i>*To be added if the person liable for payment of VAT is a tax representative, often representing a foreign entity</i>

## Tips for a Smooth Payment Process

### 1. Invoicing Guidelines:

- Always clearly state the recipient's initials and full name (each employee has unique initials) on the invoice.
- If applicable, the invoice must include a clear reference to the Purchase Order (PO) number.
- The supplier's name on the PO should match the supplier's name on the invoice

### 2. Beneficiary Information:

- If the payment is made to a different bank account and name, include the beneficiary's name.

### 3. Bank Details:

- Bank key is required only when the supplier has multiple currencies or bank accounts.
- If the invoice contains FIK code, QR code, or Boletto Reference, the bank account information is not required.

### 4. Currency Information:

- Clearly state the invoice currency to avoid confusion, as suppliers from different countries use different numbering formats.
- Using the same currency for both the PO and invoice can help minimize potential confusion regarding the invoice amount.

Invoice / credit note (sample)					
<b>Bill to address</b>	Vendor Name* (see tip 4)				
Novo Nordisk*	Vendor Address*				
Address*	Telephone number				
CVR No.*	Email address				
<b>Invoice details</b>	VAT ID*				
Invoice Number*	Bank Name				
Invoice Date*	Bank Address				
Invoice Currency* e.g. DKK (see tip 5)	Bank Country				
PO number* e.g. . 8000003227 (see tip 1)	Beneficiary Name* (see tip 2)				
Requester Initials e.g. ABCD (see tip 1)	Bank Key* (see tip 3)				
Payment term*	Bank Account number* (see tip 3)				
Due date:	IBAN number				
Delivery note/ batch no.	SWIFT code				
Delivery address:	FIK code:				
Delivery date:	Boletto Reference:				
	QR Code:				
SL no.	Description	Per unit Price	Quantity	VAT%	Amount (currency)
	XXX	XXX	XXX		XXX
	XXX	XXX	XXX		XXX
	Total				XXX
	VAT*			%	XXX
	Total Payable*				XXX

\* Mandatory field