

INVOICING GUIDELINES

We kindly ask you to comply with these guidelines when sending invoices or credit notes to Novo Group companies.

Novo Nordisk A/S	Novo Nordisk Healthcare A/G	Novo Nordisk affiliates worldwide
E-mail with pdf invoice attached (no paper copy): AP-NOVO-HQ@novonordisk.com	E-mail with pdf invoice attached (no paper copy): ap-zurich@novonordisk.com	E-mail with pdf invoice attached (no paper copy): Email address provided by local affiliate
Electronic invoicing: - Follow setup guidelines at www.sproom.net/en/clients/novonordisk/ - NOVO NORDISK A/S: EAN 5790001899561	Electronic invoicing: Not available	Electronic invoicing: Not available

If any of the above information changes, your company will be notified.

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

1. Always include a purchase order (PO) number in the invoice for payment of orders above DKK 10,000. For non-PO invoices, remember to include the initials of the recipient (all our employees have unique initials).
2. Beneficiary name should be mentioned in case payment is made to different bank account and name.
3. Bank information
 - Bank key is required only when supplier has multiple currencies or bank accounts.
 - Bank account is not required if FIK code, QR code, Boletto Reference are mentioned in the invoice.
4. The supplier name on PO should match with the supplier name on invoice.
5. Currency
 - Since suppliers from different countries use different numbering format in invoices, please state the invoice currency for clarity on invoice amount.
 - Applying the same currency to both PO and invoice can help minimise potential confusion on invoice amount.

Invoice/ credit note (sample)					
Bill to address			Vendor Name* (see tip 4)		
Novo Nordisk*			Vendor Address*		
Address*			Telephone number		
CVR No.*			Email address		
Invoice details			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:		Delivery date:	FIK Code:	QR Code:	Boletto Reference:
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

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