Danmark LEVERANDØR OMBORDSPAKKE

KUN GÆLDER FOR DANMARK, NORGE, SVERIGE OG FINLAND

Vi er glade for at byde dig velkommen som en ny værdsat partner til Novartis. Dette brev er beregnet til at hjælpe dig med at forstå vores politikker og procedurer for at sikre rettidig betaling af din fakturaer .

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Indkøb at betale (P2P) oversigt

Vores indkøb til at betale Behandle

Indkøbet til at betale processen starter med oprettelsen af en indkøbsordre (PO) og slutter med betalingen af fakturaen. Overholdelse af følgende procedurer vil lette rettidig betaling af dine fakturaer og vil sikre overholdelse af finansielle og Sox (Sarbanes-Oxley) krav.

Hvordan driver Novartis sine indkøb _ at betale Behandle?

Til Nordiske lande , Procure to Pay er en proces , der bl.a håndterer leverandørfakturaer og understøtter end-to-end processerne. Betalinger kan også blive behandlet af vores interne bank i Luxembourg under navnet Novartis Investment Sarl .

Mere detaljeret ende-til-ende- indkøb at betale Behandle

KØBEORDR E

En købsordre _ er et dokument , der udstedes af Novartis til en leverandør, med angivelse af typer, mængder og aftalte priser for produkter eller tjenester. I P2P genereres en indkøbsordre automatisk , efter at en indkøbskurv er fuldt godkendt . En PO er en forpligtelse fra Novartis til at betale en leverandør på aftalte vilkår nævnt ved PO-bekræftelsen, og når levering af varer/tjenester er bekræftet/registreret.

BEVIS FOR LEVERING FOR VARER/TJENESTER

Hvis du er forpligtet til at fremlægge bevis for levering for nogen varer eller tjenester, skal du sørge for , at disse kommunikeres til din lokale forretningskontakt inden fakturagenerering , for at undgå enhver betaling forsinke.

Eksempler på bevis for levering omfatter timesedler , levering notater og arbejde tidsplaner.

FAKTURABEH ANDLING _ _ _

Novartis tilbyder to fakturabehandlinger muligheder:

1. Ariba Network – en e-faktureringsplatform , der tillader vores partnere til gavn fra:
   - Sikker og garanteret
   - Rettidig betaling sikret af omkostningseffektiv end-to-end proces
   - Miljøvenlig løsning (papirløs)
2. Manuel faktura forarbejdning

PA YMENT STATUS

Fakturaer betales inden for de aftalte betalingsbetingelser , der er beskrevet i din Indkøbsordre , og de beregnes fra den dato, hvor fakturaen blev modtaget i vores postrum. For at sikre korrekt betaling bedes du oplyse dine fulde bankdata , der indeholder

Bankkontoindehaver _ navn
Banknavn
Bank _
adresse Bank
konto
IBAN (hvor som helst
obligatorisk) Bankkode /
ABA- nummer (obligatorisk for USA)

DA

PO bekræftelse detaljer

PO-bekræftelsen leveres til hver leverandør og for hver enkelt PO. Kommunikationsmetoden er den, der er angivet ved leverandøroprettelsesprocessen ved at være e-mail, fax eller direkte fra Ariba Network.

Når en ikke -Ariba PO oprettes , følgende formular vil blive sendt til du:

NOVARTIS

Leverandør Adresse: Firmanavn Gade, Byland	**Fakturering Adresse:** <Novartis virksomhed & adresse > moms ID
Udstedt dato: xx.xx.xxxx	BETALINGSBETINGELSER: Inden for 60 dage forfalder net

FAKTURA SKAL REFERENCE FAKTURERINGSADRESSE

BETALING BETINGELSER

Indkøbsordre: Cxxx-300XXXXXXX

FAKTURA SKAL REFERENCE KØBEORDRE

Leveringsadresse for Post: <Novartis virksomhed> Novartis kontakt navn Gade, By Land	**Leveringsadresse for Bulk Gods:** <Novartis virksomhed> Novartis kontakt navn Gade, By Land

LEVERING ADRESSE

: xxx e- **mail:** xxx@novartis.com **Tlf.:** +41xxxxxx
Skaber: xxx E- **mail:** xxx@novartis.com **Tlf.:** +41xxxxxxx

Tak for at afspejle PO-nummeret og linjevarenummeret på fakturaen i overensstemmelse hermed. Send venligst alle fakturaer til den korrekte faktureringsadresse: Novartis Pharma AG Basel, Zentraler Fakturenenigang / Postfach / CH-4002 Basel / Die Schweiz.

 # Beskrivelse UOM Antal Pris uden moms værdi Levering uden moms Dato

1 God/service A 0,00 0,00 0,00 xx.xx.xxxx
2 God/service B 0,00 0,00 0,00 xx.xx.xxxx

Net uden moms: 0,00 valuta(xxx)

FAKTURA SKAL REFERENCE LINJEPOSTER _

Denne købsordre (" PO ") er Novartis ' accept af dit tilbud, og denne accept er udtrykkeligt begrænset til vilkårene heri uden tilføjelser, sletninger eller andre ændringer. Ingen standardiserede generelle vilkår og betingelser indeholdt på et tilbud, et bud, et forslag, en efterfølgende faktura eller anden lignende dokumentation vil ændre sig, og ingen ændring af følgende vilkår vil heller ikke være bindende for den tilsvarende juridiske enhed fra Novartis, medmindre det udtrykkeligt er aftalt i skrivning.
Meddel venligst eventuelle indvendinger, du har mod vilkårene og betingelserne heri, til Novartis inden for tre (3) hverdage efter Kvittering.

Din påbegyndelse af udførelsen af nogen af dine kontraktlige forpligtelser i henhold til denne PO anses for din accept af vilkårene og betingelserne indeholdt heri. Hvis du har indgået en separat skriftlig aftale med en Novartis-enhed, der er identisk med udstederen af denne PO, har den skriftlige aftale forrang for vilkårene og betingelserne i denne PO.
Hvis der ikke eksisterer en separat skriftlig aftale mellem dig og Novartis, anerkender du, at denne PO indgår en juridisk bindende kontrakt, som er gyldig uden Underskrift.

JURIDISKE VILKÅR OG BETINGELSER

Side: 1 af 3

DA

Fakturakrav _

_ _

For at sikre rettidig behandling og betaling af fakturaer, bedes du inkludere følgende data i din faktura:

Novartis Healthcare A/S
Edvard Thomsen Vej 14, København, Danmark
VAT ID: DK20575786

Faktura — DOKUMENT TYPE

Faktura nr. XXX Faktura dato:xx.xx.xxxx — FAKTURANUMMER OG _ DATO

Leverandør: Firma navn
Firmaadresse
Postnummer, Land
Momsregistrering
ingen.

Køb Bestille/
Koste Objekt*/
Novartis medarbejder navn — PO, CC ELLER NOVARTIS MEDARBEJDERNAVN

Fakturering: Virksomhednavn
Adresse: Firmaadresse Land
momsregistrering _ ingen

Levering adresse:
Leveringsadresse
Land — ALLE OBLIGATORISKE ADRESSER

Vare ingen.	Beskrivelse	Antal	Enhed pris	Netto beløb	Moms %	Moms beløb	Brutto Beløb
1	God/service A	0,00	0,00	0,00	2 %	0,00	0,00
2	God/service B	0,00	0,00	0,00	2 %	0,00	0,00
	I ALT				0,00	0,00	0,00

LINJEVAREDETALJ ER FRA PO -

Betales : 0,00 **VALUTA** : _ XXX — FAKTURERING BETALINGSMIDDEL

Bankkonto: IBANXXXXXXXXXX — BANKOPLYSNINGER FOR

Leveringdato — OBLIGATORISK HVIS LEVERINGSDATA ER ANDEN FRA FAKTURA DATO

**Omkostningsobjekt: Omkostningssted /Projektkode WBS /Internt Bestille*

DA

Vender tilbage en faktura

Hvorfor blev min faktura sendt tilbage?

Fakturaer kan blive sendt tilbage til dig af flere årsager. De mest almindelige årsager til returnerede fakturaer er følgende:

- Moms ugyldig (fakturaer skal indeholde fakturering adresse og momsnummer som nævnt på PO samt leverandørmoms _ _ _ _ nummer)
- PO- nummer mangler eller er ugyldigt / omkostningsobjekt eller Novartis kontaktpersonnavn er _ _ mangler
- PO refereret på fakturaen er lukket
- Adressen er forkert/forkert Novartis firmakode

Alle potentielle årsager til en returnering er vedhæftet dette dokument Ikke-acceptabel faktura typer:

- Citater
- Skøn
- Proforma i nvoices

Hvad er fakturaafvisningen _ behandle?

Fakturaer gennemgås af vores behandlingsteam for at kontrollere, at de overholder Novartis-definerede retningslinjer for fakturering, og baseret på denne gennemgang kan fakturaen blive afvist af de tidligere nævnte årsager.

Der sendes en meddelelse til leverandøren via e-mail med besked om, at fakturaen er afvist på grund af en af de nævnte årsager med anmodning om berigtigelse af fakturaen og gensende til behandling/betaling.

Når ny korrekt faktura er modtaget, bogføres og betales den efter forfaldsdato. Betalingsbetingelserne beregnes på grundlag af fakturamodtagelsesdatoen hos Novartis mailroom.

Hvordan kan jeg undgå afvisning af fakturaer?

Størstedelen af årsagerne til afvisningen kan undgås med implementeringen af **ARIBA – Netvaerk** opløsning.

Ved ved brug af det det svært data af fakturaen er _ fyldt op ved systemet , undgå det chance af menneskelige fejl . PO- detaljerne er kontrolleret mod fakturaoplysningerne . _ _ Kun korrekte fakturaer kan være behandlet .

Majoren _ fordel er det reduktion af fakturabehandling _ cyklustidsunderstøttende _ _ rettidigt betalinger .

DA

Kommunikation sendt til du

For at informere dig om , hvilke fakturaer der er modtaget og bogført , udsender vi en liste over åbne poster og en remitteringsadvisering hver _ uge.

Åben genstande

Dette er listen over alle de dokumenter , der er blevet registreret i Novartis Regnskabssystemer, men som ikke er inkluderet i betalingskørslen af mulige årsager :

- Spærret for betaling – faktura bogføres _ men det er afventer bekræftelse af ydelser/varer kvittering .

Se venligst din Novartis-kontakt direkte for mere detaljer.

- Manuel blokering – dokument kan ikke betales , Vær venlig kontakt os for afklaring
- Afventer bogføring – dokument modtaget, men endnu ikke bogført
- BLANKT – dokument sendt, men ikke forfaldent

Overførsel råd

En overførselsadvisering inkluderer listen over alle fakturaer , der var inkluderet i den seneste betaling. Vi giver dig med:

- En faktura nummer
- Det beløb
- Betalingen _ dato

Muligheder for fremsendelse

To kanaler er tilgængelige for indsendelse fakturaer:

A) Ariba Netværk
(e-fakturering opløsning)

B) E-mail kanal
(hvis du ikke bruger Ariba) send venligst din faktura til landet til nedenstående e-mail

Novartis Danmark invoice.denmark@novartis.com

DA

Hvordan Ariba Netværk virker

Vi er forpligtet til at sikre , at vi ikke kun leverer rettidig og effektiv betalingsbehandling for varer og tjenester til alle vores leverandører, men at vi gør dette , samtidig med at vi understøtter vores stræben mod miljømæssig bæredygtighed gennem vedtagelsen af e-løsninger.

Hvad er Ariba Network?

- Det er udveksling og opbevaring af juridisk gyldig PO fakturaer mellem handelspartnere i elektronisk format _ kun.
- - fakturaer har juridisk gyldighed og kan bruges til at bevise overholdelse eller som skatteoriginaler (grænsefladen bruger eller kræver ikke papirbaseret fakturaer).
- E-fakturaen leveres til Novartis som et billede og en datafil, hvilket sikrer en fuldautomatisk ende-til-ende-proces.

Bemærk: Af ovenstående grunde betragtes en PDF- kopi af fakturaen ikke som en ægte " elektronisk faktura"

Hvad er de vigtigste fordele ved Ariba Netværk opløsning?

Ariba-netværket muliggør elektronisk PO- og fakturatransmission.
Indkøbsordrerne sendes af Novartis til leverandøren, og fakturaerne overføres af leverandøren til Novartis gennem Ariba Network. Fakturaerne overføres til Novartis regnskabssystemer, hvor de behandles og bogføres.

- ***Mindre risiko for forsinket betaling takket være omgående fakturalevering***
- ***Høj betaling til tiden ved at reducere fakturabehandlingstiden***
- ***Fuld synlighed på ordrer, fakturaer og betalingsstatus***
- ***Fuldt kompatible elektroniske fakturaer, der kan bruges som skatteoriginal***
- ***Fakturalevering er garanteret og bekræftet, hvilket giver fuld synlighed som en del af en ende-til-ende proces***
- ***Fjernelse af fakturaundtagelser og leverandørhenvendelser***
- ***Eliminer ion af omkostninger forbundet med behandling af papirfakturaer (frimærker, kuverter, trykning)***
- ***Miljøvenligt***
- ***Fakturadata arkiveres digitalt , hvilket sparer tid og plads***
- ***Mulighed for at bruge den samme e-faktureringsløsning på tværs af flere Novartis enheder***

DA

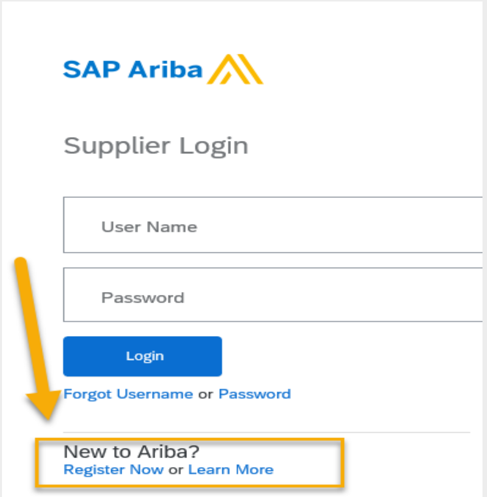
Sådan kommer du ombord til Ariba

1. ***Besøg supplier.ariba.com , klik på Registrer nu og fuldfør registreringen***

2. ***Når du er registreret, modtager du dit Ariba Network ID (ANID), som du skal bruge for at dele det med Novartis på: contact.elink@novartis.com , og vi vil sørge for at fuldføre Ariba onboarding-processen og aktivere PO-output.***

2. ***Når de er aktiveret, vil alle nye indkøbsordrer blive sendt til dig via den interaktive e-mail-ordre. Vi forventer, at du indsender alle relaterede fakturaer via Ariba -netværket ved at bruge knappen "behandle ordre".***

3. ***Det er GRATIS at bruge standardkontoen og giver dig mulighed for at modtage pos og sende fakturaer***



- For mere info besøg Novartis Guide to Ariba

➢ Hvis du har nogen procesrelaterede spørgsmål, bedes du kontakte contact.elink@novartis.com

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Beholde os opdateret

For at vi kan sende indkøbsordrer til den korrekte adresse og sikre rettidig betaling af dine fakturaer, skal følgende oplysninger opbevares regelmæssigt opdateret:

- Selskab navn
- Selskab adresse
- Kontaktoplysninger (telefonnummer , e- mailadresse)

  momsregistrering _ nummer
- Betaling detaljer

Skulle nogen af ovenstående oplysninger ændre sig, vil vi kræve, at de opdaterede oplysninger sendes til os i det følgende formater:

Supplier Registration Form

Informer os venligst straks i tilfælde af ændringer i ovenstående Information.

Hvis du ikke gør det, kan det medføre forsinket betaling af din faktura.

NOVARTIS
BUSINESS SERVICES

Supplier Update Form

SÆLGER FULDSTÆNDIG

Supplier's Name *
Supplier's Type

VÆLG FRA RUL NED

*Note: Please fill one form for each legal entity belonging to the same group engaged in a business relation with Novartis &/PMI (Ordering Partner/ Invoking Partner/ Subsidiaries) acc. to local legal regulations.

Address

ADRESSE DETALJER

Country
Street
City
City Postal Code

Legal Information

VAT Number
Company Registration Number

VAT ID IS OBLIGATORISK (HVIS moms REGISTRERET)

Communication

Email Address- Ordering Address
Email Address- Accounts Receivables

Bank Details *

Bank Name
Bank Address
IBAN (if mandatory)
ABA CODE (for US suppliers only)
SWIFT CODE
Account Holder Name:
Account Number
Currency of bank account

FULDE BANKOPLYSNINGER ER OBLIGATORISK

*Note: Always provide your Instructions for domestic Payments

Invoicing Method

☐ Novartis Preferred Electronic Invoicing Method(Ariba Network) ☐ Paper Invoices

☐ By checking the box, I accept the following :
All information provided in this Supplier Update Form will be uploaded to the 'Novartis Supplier Information Management' tool for efficient supplier master data management throughout the lifecycle of your relationship with Novartis.
Novartis and its affiliates may take up references, make enquiries on your company or principal directors, or request credit references and keep a record of these results in our global 'Supplier Information Management' system.
Such information is accessible to all Novartis business.

As a proof of the accuracy of the entered information & identification of the company with the information provided, please sign the filled in form digitally or manually & send it back to rtp.phchbs@novartis.com in PDF Format. Please send the signed form along with the first invoice once changes to vendor master data apply.

Signature:

Novartis Requester:
(Name/Business Function)

Date

KUN UNDERSKRIVTE FORMULARER ACCEPTERES

Hvor hen få støtte

For fakturarelaterede henvendelser bedes du kontakte Økonomiservicecenteret i overensstemmelse hermed

Novartis Danmark r2p.dk@novartis.com

EN

Purchase to pay (P2P) _ overview

Our purchases to pay Treat

The purchase to pay the process starts with the creation of a purchase order (PO) and ends with the payment of the invoice. Adherence to the following procedures will facilitate timely payment of your invoices and will ensure compliance with financial and Sox (Sarbanes-Oxley) requirements.

How does Novartis conduct its purchases _ to pay Treat?

To Nordic countries , Procure to Pay is a process that, among other things, handles supplier invoices and supports the end-to-end processes. Payments can also be processed by our internal bank in Luxembourg under the name Novartis Investment Sarl .

More detailed end-to-end procurement to pay Treat

PURCHASE ORDER

A purchase order _ is a document issued by Novartis to a supplier specifying the types, quantities and agreed prices for products or services. In P2P , a purchase order is automatically generated after a shopping cart is fully approved . A PO is a commitment by Novartis to pay a supplier on agreed terms mentioned in the PO confirmation and when delivery of goods/services is confirmed/recorded.

PROOF OF DELIVERY FOR GOODS/SERVICES

If you are required to provide proof of delivery for any goods or services, please ensure that this is communicated to your local business contact prior to invoice generation , to avoid any payment delay.

Examples of proof of delivery include time sheets , delivery notes and work timetables.

INVOICE PROCESSING

___

Novartis offers two invoice processes options :

1. Ariba Network – an e - invoicing platform , which allows our partners to benefit from :
   - Sure and guaranteed
   - Timely payment secured by cost -effective end-to-end process
   - Environmentally friendly solution (paperless)
2. Manual invoice processing

PA YMENT STATUS

Invoices is paid before for the agreed terms of payment , there is described in your Purchase Order , and they are calculated from the date on which the invoice was received in our post office. To ensure correct payment please inform _ your full bank data , which contains

Bank account holder _ name
Bank Name
Bank _
address Bank
account
IBAN (anywhere mandatory)
Bank code /
ABA number (mandatory for USA)

EN

P.O confirm details

The PO confirmation is provided to each supplier and for each individual PO. The communication method is the one specified during the vendor creation process by being email, fax or directly from Ariba Network.

When a non -Ariba PO is created , following form will be sent to you:

NOVARTIS

Supplier Address: Company name Street, Byland	**Billing Address:** <Novarti company & address > VAT ID
Issued Date: xx.xx.xxxx	PAYMENT TERMS: Within 60 days due network

Purchase order: Cxxx-300XXXXXX

Delivery address for Mail: <Novartis company> Novartis contact name Riddle, Town Country	**Delivery address for Bulk Estate:** <Novartis company> Novartis contact name Riddle, Town Country

: xxx e - **mail:** xxx@novartis.com **Tel.:** +41xxxxxx
Creator: xxx E - **mail:** xxx@novartis.com **Tel.:** +41xxxxxx

Thank you for reflecting the PO number and line item number on the invoice accordingly. Please send all invoices to the correct billing address: Novartis Pharma AG Basel, Zentraler Faktureneingang / Postfach / CH-4002 Basel / Die Switzerland.

 # Description UOM Quantity Price without VAT value Delivery without VAT Date

1 Good/service A 0.00 0.00 0.00 xx.xx.xxxx
2 Good/service B 0.00 0.00 0.00 xx.xx.xxxx

Net without VAT: 0.00 currency (xxx)

This purchase order (" PO ") is Novartis ' acceptance of your offer, and this acceptance is expressly limited to the terms herein without additions, deletions or other modifications. No standardized general terms and conditions contained in an offer, bid, proposal, subsequent invoice or other similar documentation will change, nor will any change to the following terms be binding on the corresponding legal entity of Novartis, unless expressly is agreed in writing.

Please notify Novartis of any objections you have to the terms and conditions herein within three (3) business days ofReceipt.

Your commencement of the performance of any of your contractual obligations under this PO shall be deemed your acceptance of the terms and conditions contained herein. If you have entered into a separate written agreement with a Novartis entity identical to the issuer of this PO, that written agreement takes precedence over the terms and conditions of this P.O.
In the absence of a separate written agreement between you and Novartis, you acknowledge that this PO constitutes a legally binding contract that is valid without Signature.

Page: 1 of 3

INVOICE MUST REFERENCE BILLING ADDRESS

PAYMENT CONDITIONS

INVOICE MUST REFERENCE PURCHASE ORDER

DELIVERY ADDRESS

INVOICE MUST REFERENCE LINE ITEM _

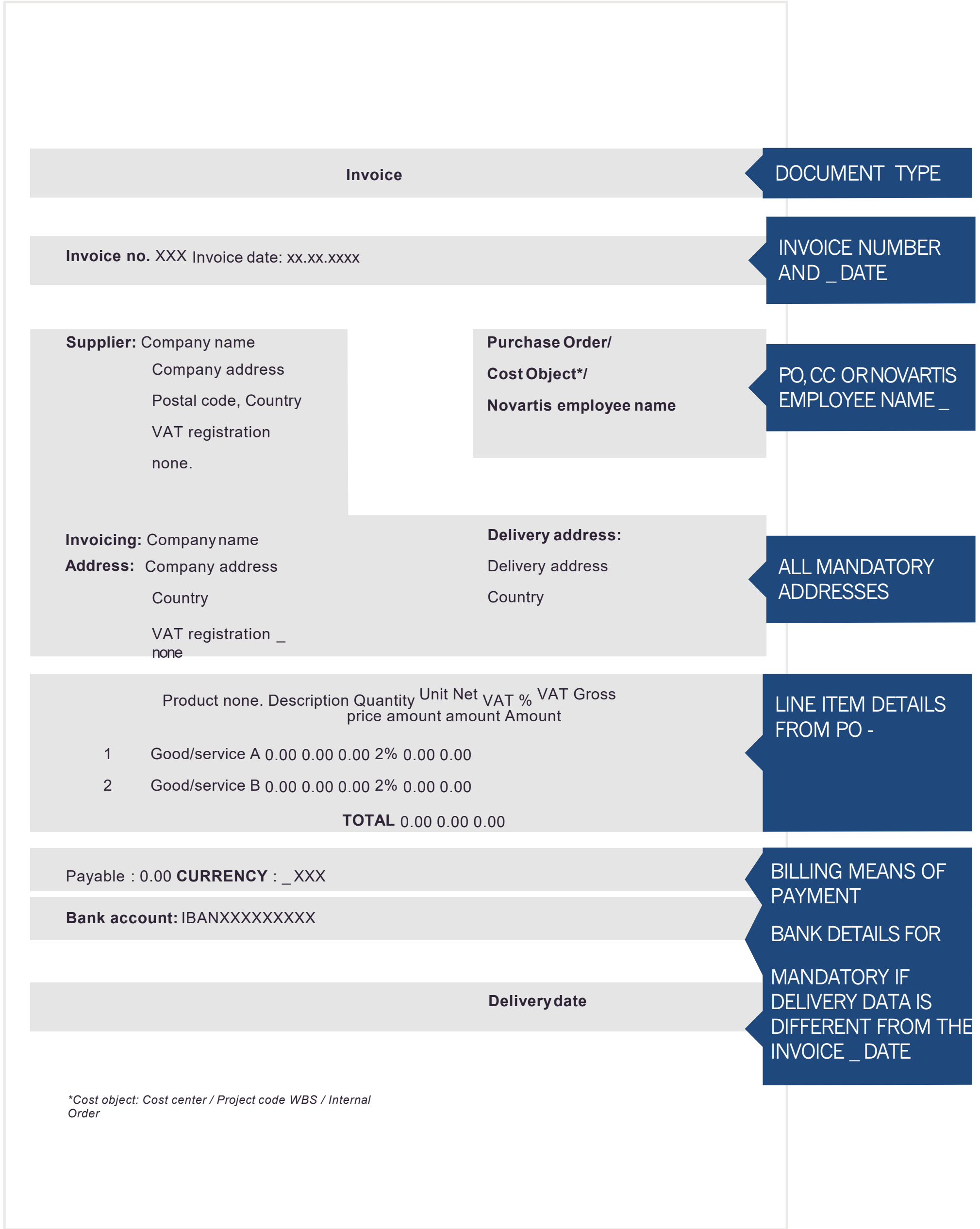
LEGAL TERMS AND CONDITIONS

EN

Invoice requirements

To ensure timely processing and payment of invoices, please include the following data in your invoice:

Novartis Healthcare A/S
Edvard Thomsen Vej 14, København, Danmark
VAT ID: DK20575786



EN

Returns an invoice

Why was my invoice sent? back?

Invoices may be returned to you for several reasons. The most common reasons for returned invoices are the following:

- VAT invalid (invoices must include invoicing address and VAT number as mentioned on PO and supplier VAT _ _ _ _ number)
- PO number missing or invalid / cost object or Novartis contact name is _ _ missing
- The PO referenced on the invoice is closed
- The address is wrong/wrong Novartis company code

Unacceptable invoice types:

- Quotes
- Discretion
- Pro forma in nvoices

What is the invoice rejection _ treat?

Invoices are reviewed by our processing team to verify compliance with Novartis-defined billing guidelines, and based on this review, the invoice may be rejected for the previously stated reasons.

A notification is sent to the supplier via e-mail stating that the invoice has been rejected due to one of the reasons mentioned, with a request to correct the invoice and resend it for processing/payment.

When a new, correct invoice is received, it is posted and paid according to the due date. The payment terms are calculated on the basis of the invoice receipt date at the Novartis mailroom.

How can I avoid rejection ? invoices?

The majority of the reasons for rejection can be avoided with the implementation of the **ARIBA NETWORK** resolution.

By using that that difficult data of the invoice is _ filled by the system , avoid that chance of human error . The PO details is controlled against the invoice information. _ _ Only correct invoices can be processed .

The major _ advantage is reduction of invoice processing _ cycle time supporting _ _ on time payments .

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Communication sent to you

To inform you of which invoices have been received and posted , we issue a list of open items and a remittance advice every _ _ week.

Open objects

This is the list of all the documents that have been registered in the Novartis Accounting systems, but which are not included in the payment run for possible reasons :

- Blocked for payment – invoice is posted _ but that is awaiting confirmation of services/goods receipt .

Please see your Novartis contact directly for more details.

- Manual blocking – document cannot be paid , please contact us for clarification
- Awaiting posting – document received but not yet posted
- BLANK – document sent but not due

Transfer advice

A transfer notice includes the list of all invoices , there was included in the latest payment . We give you with:

- An invoice number
- That amount
- The payment _ date

Options for forwarding

Two channels are available for submission invoices:

A) Ariba Network
(e-invoicing resolution)

B) Email channel
(if you do not use Ariba) please send your invoice to the country to the email below

Novartis Denmark invoice.denmark@novartis.com

EN

How Ariba Network works

We are committed to ensuring that we not only provide timely and efficient payment processing for goods and services to all of our suppliers, but that we do this while supporting our pursuit of environmental sustainability through the adoption of e-solutions.

What is Ariba Network?

- It is exchange and storage of legally valid PO invoices between trading partners in electronic format _ only.
- - invoices have legal validity and can be used to prove compliance or as tax originals (the interface does not use or require paper-based invoices).
- The e-invoice is delivered to Novartis as an image and a data file, ensuring a fully automated end-to-end process.

Note: For the above reasons, a PDF copy of the invoice is not considered a genuine " electronic invoice".

What are the main advantages of Ariba Network resolution?

The Ariba network enables electronic PO and invoice transmission.
The purchase orders are sent by Novartis to the supplier and the invoices are transferred by the supplier to Novartis through the Ariba Network. The invoices are transferred to Novartis accounting systems, where they are processed and posted.

- ***Less risk of late payment thanks to immediate invoice delivery***
- ***High on-time payment by reducing invoice processing time***
- ***Full visibility of orders, invoices and payment status***
- ***Fully compatible electronic invoices that can be used as tax originals***
- ***Invoice delivery is guaranteed and confirmed, providing full visibility as part of an end-to-end process***
- ***Removal of invoice exceptions and supplier inquiries***
- ***Eliminate ion of costs associated with processing paper invoices (stamps, envelopes, printing)***
- ***Environmentally friendly***
- ***Invoice data is archived digitally , which saves time and space***
- ***Option to use the same e-invoicing solution across several Novartis units***

EN

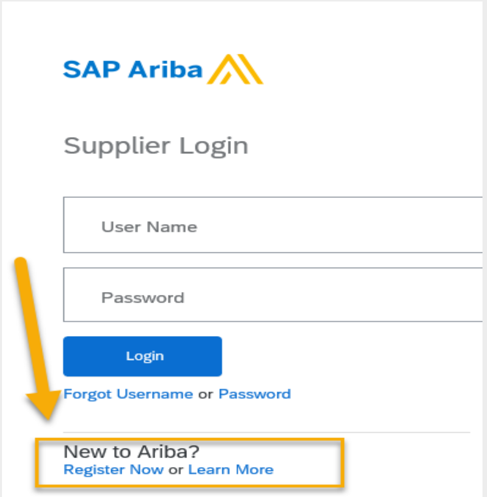
How to get on board Ariba

1. ***Visit supplier.ariba.com , click Register now and complete the registration***

2. ***Once registered, you will receive your Ariba Network ID (ANID), which you will need to share with Novartis at: contact.elink@novartis.com , and we will take care of completing the Ariba onboarding process and activating the PO- output.***

2. ***Once activated, all new purchase orders will be sent to you via the interactive email order. We expect you to submit all related invoices through the Ariba network using the "process order" button.***

3. ***The standard account is FREE to use and allows you to receive mail and send invoices***



- For more info visit our Novartis guide to Ariba invoicing in the following PDF

Novartis Guide to Ariba

➢ If you have any process-related questions, please contact contact.elink@novartis.com

EN

Retain us updated

In order for us to send purchase orders to the correct address and ensure timely payment of your invoices, the following information must be kept on a regular basis up to date:

- company name
- company address
- Contact information (phone number , e - mail address)

  VAT registration _ number
- Payment details

Should any of the above information change, we will require the updated information to be sent to us below formats:

PDF

Supplier Registration Form

Please inform us immediately in case of changes to the above Information.

Failure to do so may result in late payment of your invoice.

NOVARTIS
BUSINESS SERVICES

Supplier Update Form

Supplier's Name *	
Supplier's Type	

*Note: Please fill one form for each legal entity belonging to the same group engaged in a business relation with Novartis &/PMI (Ordering Partner/ Invoking Partner/ Subsidiaries) acc. to local legal regulations.

Address

Country	
Street	
City	
City Postal Code	

Legal Information

VAT Number	
Company Registration Number	

Communication

Email Address- Ordering Address	
Email Address- Accounts Receivables	

Bank Details *

Bank Name	
Bank Address	
IBAN (if mandatory)	
ABA CODE (for US suppliers only)	
SWIFT CODE	
Account Holder Name:	
Account Number	
Currency of bank account	

*Note: Always provide your instructions for domestic Payments

Invoicing Method

☐ Novartis Preferred Electronic Invoicing Method(Ariba Network) ☐ Paper Invoices

☐ By checking the box, I accept the following :
All information provided in this Supplier Update Form will be uploaded to the 'Novartis Supplier Information Management' tool for efficient supplier master data management throughout the lifecycle of your relationship with Novartis.
Novartis and its affiliates may take up references, make enquiries on your company or principal directors, or request credit references and keep a record of these results in our global 'Supplier Information Management' system.
Such information is accessible to all Novartis business.

As a proof of the accuracy of the entered information & identification of the company with the information provided, please sign the filled in form digitally or manually & send it back to rtp.phchbs@novartis.com in PDF Format. Please send the signed form along with the first invoice once changes to vendor master data apply.

Signature:

Novartis Requester:
(Name/Business Function)

Date

SELLING COMPLETELY

SELECT FROM

ADDRESS DETAILS

VAT ID IS MANDATORY (IF VAT REGISTERED)

FULL BANK DETAILS ARE _ MANDATORY

ONLY SIGNED FORMS ACCEPTED _ _

Where to get support

For invoice -related inquiries, please contact the Economic Service Center accordingly

Novartis Denmark r2p.dk@novartis.com