

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，需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 invoice.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 invoice.P2P@novartis.com，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。

发送 (S)	收件人...	<input type="checkbox"/>
	抄送(C)...	
	主题(U)	vendor name, invoice number, PO number
附件(T)	 Invoice.pdf 588 KB	

4. Invoice Payment check 发票付款查询

p2p.cn@novartis.com 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 p2p.cn@novartis.com，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。