



## IRELANDS SUPPLIER ONBOARD PACKAGE

We are pleased to welcome you as a new valued partner of Novartis. This letter is intended to help you understand our policies and procedures to ensure timely payment of your invoices.

# Purchase to pay ( P2P ) \_ overview

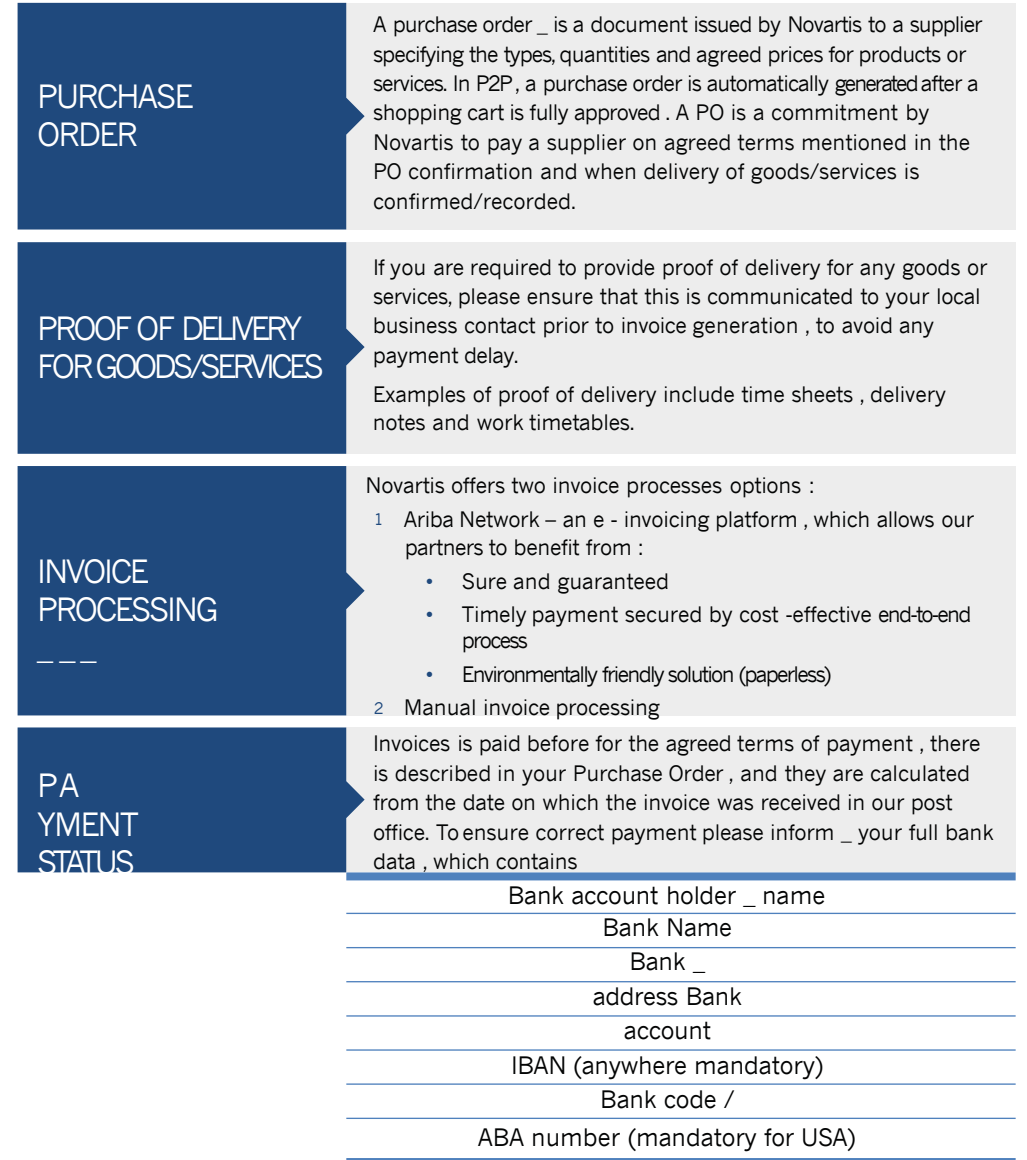
## Our purchases to pay Treat

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



AS

# 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**

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

**Purchase order: Cxxx-300XXXXXX**

<b>Delivery address for Mail:</b> <Novartis company> Novartis contact name Riddle, Town Country	<b>Delivery address for Bulk Estate:</b> <Novartis company> Novartis contact name Riddle, Town Country
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: 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
	<b>without VAT Date</b>					
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)**

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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 of Receipt.

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

AS

# Invoice requirements



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

<b>Invoice</b>		<b>DOCUMENT TYPE</b>																																												
Invoice no. XXX Invoice date: xx.xx.xxxx		<b>INVOICE NUMBER AND _ DATE</b>																																												
<b>Supplier:</b> Company name Company address Postal code, Country VAT registration none.	<b>Purchase Order/                  Cost Object*/                  Novartis employee name</b>	<b>PO, CC OR NOVARTIS EMPLOYEE NAME _</b>																																												
<b>Invoicing:</b> Companyname <b>Address:</b> Company address Country VAT registration _ none	<b>Delivery address:</b> Delivery address Country	<b>ALL MANDATORY ADDRESSES</b>																																												
<table border="1"> <thead> <tr> <th></th> <th>Product</th> <th>none.</th> <th>Description</th> <th>Quantity</th> <th>Unit</th> <th>Net price</th> <th>Net amount</th> <th>VAT %</th> <th>VAT amount</th> <th>Gross amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Good/service A</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>2%</td> <td>0.00</td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Good/service B</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>2%</td> <td>0.00</td> <td>0.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="7"><b>TOTAL</b></td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> </tbody> </table>			Product	none.	Description	Quantity	Unit	Net price	Net amount	VAT %	VAT amount	Gross amount	1	Good/service A	0.00	0.00	0.00	2%	0.00	0.00				2	Good/service B	0.00	0.00	0.00	2%	0.00	0.00				<b>TOTAL</b>							0.00	0.00	0.00		<b>LINE ITEM DETAILS FROM PO -</b>
	Product	none.	Description	Quantity	Unit	Net price	Net amount	VAT %	VAT amount	Gross amount																																				
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<b>TOTAL</b>							0.00	0.00	0.00																																					
Payable : 0.00 <b>CURRENCY :</b> _XXX		<b>BILLING MEANS OF PAYMENT</b>																																												
<b>Bank account:</b> IBANXXXXXXXX		<b>BANK DETAILS FOR</b>																																												
<b>Delivery date</b>		<b>MANDATORY IF DELIVERY DATA IS DIFFERENT FROM THE INVOICE _ DATE</b>																																												
<small>*Cost object: Cost center / Project code WBS / Internal Order</small>																																														

# 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 invoices

## 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 .



# 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?

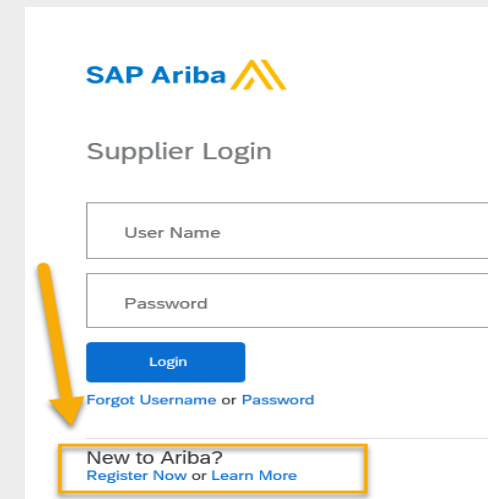
The Ariba network enables electronic PO and invoice transmission.

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*
- *Elimination 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*

# How to get on board Ariba

1. Visit [supplier.ariba.com](https://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](mailto: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](mailto:contact.elink@novartis.com)



# 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:



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.



### 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 & PMA (Ordering Partner/ Issuing 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 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.phcbsa@novartis.com in PDF Format. Please send the signed form along with the first invoice once changes to vendor master data apply.

**Signature:**

**Date**

**Novartis Requester:**

(Name/Business Function)

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

\* [R2P.UK@novartis.com](mailto:R2P.UK@novartis.com) (Novartis Ireland Ltd & Novartis Europharm Ltd)

\* [AP.Ringaskiddy@novartis.com](mailto:AP.Ringaskiddy@novartis.com) (Novartis Ringaskiddy Ltd & Novartis Integrated Services Ltd)



## PACÁISTE AR BORD SOLÁTHAIR NA HÉIREANN

Tá áthas orainn fáilte a chur romhat mar chomhpháirtí luachmhar nua de chuid Novartis . Tá an litir seo ceaptha chun cabhrú leat ár bpolasaithe agus ár nósanna imeachta a thuiscint chun íocaíocht thráthúil a chinntiú sonraisc.

# Ceannach a íoc ( P2P ) \_ forbhreathnú

## Ár gceannacháin le hÍoc Caitheamh

An ceannach le hÍoc tosaíonn an próiseas le cruthú ordú ceannaigh ( PO ) agus críochnaíonn sé le hÍocaíocht an tsonrais. Éascóidh cloí leis na nósanna imeachta seo a leanas íocaíocht thráthúil do shonrasc agus cinnteofar go gcloífear le cúrsaí airgeadais agus Sox ( Sarbanes-Oxley ) . riachtanais.

## Conas a dhéanann Novartis a cheannacháin \_ a íoc Caitheamh?

Do thíortha Nordacha , is próiseas é Soláthar chun Íoc , i measc rudaí eile, láimhseálann sé sonrasc soláthraithe agus tacaíonn sé leis na próisis cheann go ceann . Féadfaidh ár mbanc inmheánach i Lucsamburg íocaíochtaí a phróiseáil faoin ainm Novartis Investment Sarl.

## Soláthar ceann go ceann níos mionsonraithe a íoc Caitheamh

### ORDÚ CEANNAIGH

Ordú ceannaigh \_ is doiciméad é arna eisiúint ag Novartis chuig soláthraí ina sonraítear na cineálacha, na cainníochtaí agus na praghsanna comhaontaithe do tháirgí nó do sheirbhísí. I P2P , gintear ordú ceannaigh go huathoibríoch tar éis tralaí siopadóireachta a fhaomhadh go hiomlán . Gealltanais é PO Novartis chun soláthraí a íoc ar théarmaí comhaontaithe a luaitear sa deimhniú PO agus nuair a dheimhnítear/thaifeadtar seachadadh earraí/seirbhísí.

### CRUTHÚNAS AR SHEACHADADH DO EARRAÍ/SEIRBHÍSÍ

Má tá ort cruthúnas seachadta a sholáthar ar aon earraí nó seirbhísí , cinntigh le do thoil go gcuirtear é seo in iúl do do theagmhálaí gnó áitiúil roimh ghiniúint sonrais , chun aon íocaíocht a sheachaint moill.

I measc samplaí de chruthúnas seachadta tá bileoga ama , seachadadh nótaí agus obair cláir ama.

### SONRAÍ A PHRÓISEÁIL \_

Tairgeann Novartis dhá phróiseas sonrasc roghanna :

1 Araib Líonra – ardán ríomh- shonraiscthe , a cheadaíonn ár comhpháirtithe chun tairbhe ó :

- Cinnte agus ráthaithe
- Tráthúil íocaíocht urraithe ag próiseas
- Réiteach atá neamhdhíobhálach don chomhshaoil (gan pháipéar)

2 Sonrasc láimhe próiseáil

### PAIMINT STÁDAS

Sonrasc íoctar roimh don aontaithe téarmaí íocaíochta , tá cur síos air i d' Ordú Ceannaigh , agus déantar iad a ríomh ó an dáta ar a bhfuil an sonrasc a fuarthas inár n-oifig phoist. Chun a chinntiú ceart íocaíocht cuir in iúl \_ do iomlán sonraí bainc , ina bhfuil

Sealbhóir cuntais bainc \_ ainm

Banc Ainm

Bainc \_

seoladh Banc

cuntas

IBAN (áit ar bith éigeantach)

Cód bainc /

Uimhir ABA (éigeantach le

haghaidh SAM)

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# PO deimhnigh sonraí



Cuirtear an deimhniú PO ar fáil do gach soláthraí agus do gach ET ar leith. Is é an modh cumarsáide an ceann a shonraítear le linn an phróisis cruthaithe díoltóirí trí ríomhphost, facs nó go díreach ó Ariba Network.

Nuair a neamh -Ariba Cruthaítear PO , foirm seo a leanas seolfar chuig \_ tusa:

**NOVARTIS**

<p><b>Soláthraí/Seoladh:</b> Aimn na cuideachta Street, Byland</p>	<p><b>Billeáil/Seoladh:</b> &amp; seoladh Novarti &gt; CBL ID</p>
<p>Dáta Eisithe: xx.xx.xxxx</p>	<p>TÉARMAÍ ÍOCAÍOCHTA: Laistigh de 60 lá dlite lionra</p>

**Ordú ceannaigh: Cxxx-300XXXXXX**

<p><b>Seoladh seachadta le haghaidh Ríomhphost:</b> &lt; Novartis cuideachta&gt; Novartis teagmhála aimn Riddle, Baile Tír</p>	<p><b>Seoladh seachadta le haghaidh Bulc Eastát:</b> &lt; Novartis cuideachta&gt; Novartis teagmhála aimn Riddle, Baile Tír</p>
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: xxx r- phost: xxx@novartis.com Teil.: +41xxxxx  
 Cruthaitheoir: xxx R- phost: xxx@novartis.com Teil.: +41xxxxx

**Go raibh maith agat as an uimhir PO agus uimhir na míre line a léiriú ar an sonraic dá réir sin. Seol gach sonraic chuig an seoladh billeála ceart le do thoil: Novartis Pharma AG Basel, Zentraler Faktureneingang / Postfach / CH-4002 Basel / Die Eilvéis.**

# Cur Síos UOM Cainníocht Praghas sin luach CBL. Seachadadh  
gan CBL Dáta

1 Dea/seirbhís A 0.00 0.00 0.00 xx.xx.xxxx  
 2 Dea/seirbhís B 0.00 0.00 0.00 xx.xx.xxxx

**Glan sin CBL: 0.00 airgeadra(xxx)**

Tá an t-ordú ceannaigh seo (" PO ") ag glacadh le do thairiscint ag Novartis , agus tá an glacadh seo teoranta go sainráite do na téarmaí atá anseo gan aon rud a chur leis, a scriosadh nó a mhodhnú. Ní athrófar aon téarmaí agus coinníollacha caighdeánacha caighdeánacha atá i dtairiscint, i dtairiscint, i dtogra, i sonraic ina dhiaidh sin nó i ndoiciméadúchán eile dá samhail, ná ní bheidh aon athrú ar na téarmaí seo a leanas ina gceangal ar eintiteas dlíthiúil comhfhreagrach Novartis, mura gcomhaontaítear go sainráite i. ag scríobh.

Cuir Novartis ar an eolas le do thoil faoi aon agóidí atá agat i gcoinne na dtéarmaí agus na gcoinníollacha atá anseo laistigh de thri (3) lá gnó Admháil.

Má chuirtear tús le comhlíonadh aon cheann de do chuid oibleagáidí conarthacha faoin ET seo, measfar gur ghlac tú leis na téarmaí agus na coinníollacha atá anseo. Má tá comhaontú scríofa ar leith déanta agat le haonán Novartis atá comhionann le heisitheoir an PO seo, beidh tosaíocht ag an gcomhaontú scríofa sin ar théarmaí agus coinníollacha an ET seo. PO

In éagmais comhaontú scríofa ar leith idir tú féin agus Novartis, adhmaonn tú gur conradh atá ina cheangal dlí é an PO seo agus atá baili gan Siniú.

Leathanach:  
1 de 3

NÍ MÓR AN sonraic TAGAIRT SEOLADH BILLE

ÍOCAÍOCHT COINNÍOLLACHA

NÍ MÓR AN sonraic ORDÚ CEANNACH A TAGAIRT

SEACHADH SEOLADH

NÍ MÓR AN sonraic LÍNE TAGAIRTEAR MÍR

TÉARMAÍ AGUS COINNÍOLLACHA

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# Riachtanais sonraisc



Chun próiseáil tráthúil agus íocaíocht sonrasc a chinntiú, cuir na sonraí seo a leanas i do chuid sonrasc:

<b>Sonrasc</b>		<b>DOICIMÉAD CINEÁL</b>																												
<b>Sonrasc uimh.</b> Sonrasc XXX dáta: xx.xx.xxxx		<b>UIMHIR AN SONRAÍOCHTA AGUS DÁTA</b>																												
<b>Soláthraí:</b> Cuideachta ainm Seoladh na cuideachta Cód poist, Clárú CBL na tíre aon cheann.	<b>Ceannach Ordú/ Costas Réad*/ Fostaí Novartis ainm</b>	<b>PO, CC NÓ AINM FOSTAITHE NOVARTIS</b>																												
<b>Sonrascú:</b> Cuideachta ainm <b>Seoladh:</b> Seoladh na cuideachta Tír Clárú CBL _ aon cheann	<b>Seachadadh seoladh: Seoladh seachadta Tír</b>	<b>GACH SEOLADH ÉIGEANDÁLA</b>																												
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Infoctha : 0.00 <b>AIRGEADRA</b> : _XXX		<b>BILLEADH MODHANNA ÍOCAÍOCHTA</b>																												
<b>Cuntas bainc:</b> IBANXXXXXXXX		<b>SONRAÍ BANC DO</b>																												
<b>Seachadadh dáta</b>		<b>ÉIGEANTACH MÁ BHFUIL SEACHADADH SONRAÍ DIFRIÚLA ÓN sonrasc _ DÁTA</b>																												

\*Réad costais: Léirionad costais / Cód tionscadail WBS / Inmheánach Ordú

# Tuairisceáin sonrasc

## Cén fáth ar seoladh mo shonrasc ? ar ais?

sonrasc a chur ar ais chugat ar chúiseanna éagsúla . Is iad seo a leanas na cúiseanna is coitianta le sonrasc a tugadh ar ais:

- CBL neamhbhailí ( ní mór sonrasc a áireamh sna sonrasc seoladh agus uimhir CBL mar atá luaite ar an PO agus CBL an tsoláthraí \_ \_ \_ \_ uimhir)
- Uimhir PO in easnamh nó réad neamhbhailí / costas nó Novartis an t-ainm teagmhála \_ \_ ar iarraidh
- Tá an PO dá dtagraítear ar an
- an seoladh mícheart/mícheart cód cuideachta Novartis

Sonrasc do-ghlactha cineálacha:

- Sleachta
- Discretion
- Formáid pro i sonrasc

## Cad é an diúltú sonrasc \_ chóireáil?

Déanann ár bhfoireann próiseála sonrasc a athbhreithniú chun comhlíonadh na dtreoirínte billeála atá sainithe ag Novartis a fhíorú, agus bunaithe ar an athbhreithniú seo, féadfar an sonrasc a dhiúltú ar na cúiseanna a luadh cheana.

Seoltar fógra chuig an soláthraí trí ríomhphost ag rá gur diúltaíodh don sonrasc mar gheall ar cheann de na cúiseanna a luadh, le hiarratas chun an sonrasc a cheartú agus é a athsheoladh le haghaidh próiseála/íocaíochta.

Nuair a fhaightear sonrasc ceart nua, postáiltear é agus íoctar é de réir an dáta dlite. Ríomhtar na téarmaí íocaíochta ar bhonn dháta fála an tsonrasc ag seomra poist Novartis.

## Conas is féidir liom diúltú a sheachaint ? sonrasc?

Is féidir an chuid is mó de na cúiseanna leis an diúltú a sheachaint le cur chun feidhme rún

Le ag baint úsáide as go go deacair sonraí den sonrasc tá \_ líonadh le an córas , a sheachaint go seans earráid dhaonna . \_ Sonraí an PO tá rialaithe in aghaidh na faisnéise sonrasc. \_ \_ amháin is féidir sonrasc ceart bheith próiseáilte .

Is é an buntáiste mór \_ ná laghdú ar phróiseáil sonrasc \_ am timthriall ag tacú \_ \_ le híocaíochtaí ama .

# Cumarsáid seolta chuig leat

Chun tú a chur ar an eolas faoi na sonraisc a fuarthas agus a postáladh , eiseoimid liosta míreanna oscailte agus comhairle íocaíochta gach \_\_ seachtain.

## Oscail rudaí

Is é seo an liosta de na doiciméid go léir atá cláraithe i gcórais Cuntasaíochta Novartis, ach nach bhfuil san áireamh sa rith íocaíochta ar chúiseanna féideartha :

- Coiscthe le haghaidh íocaíochta – tá an sonrasc postáilte \_\_ ach sin tá ag fanacht le deimhniú ar sheirbhísí/earraí admháil . *Féach ar do theagmhálaí Novartis go díreach le haghaidh tuilleadh sonraí.*
- Blocáil láimhe - ní féidir an doiciméad a fóc , le do thoil déan teagmháil linn le haghaidh soiléiríú
- Ag feitheamh le postáil – doiciméad faighte ach gan postáil

## Aistriú comhairle

- BAN – doiciméad seolta ach níl sé dlite

Fógra aistrithe folaíonn an liosta ar fad sonraisc , bhí san áireamh sa is déanaí íocaíocht . Tugann muid duit le:

- Sonrasc \_ uimhir
- Sin méid
- An íocaíocht \_ dáta

# Roghanna le cur ar aghaidh



Tá dhá chainéal ar fáil le cur isteach sonraisc:

**A) Araib Líonra**  
(r-sonrascú taifeach)

**B) Cainéal ríomhphoist**  
( mura n-úsáideann tú Ariba ) seol do shonrasc chuig an tír chuig an ríomhphost thíos

- [sonrasc.frimley@novartis.com](mailto:sonrasc.frimley@novartis.com)  
(1RDULWJG/1P LGDQ)
- [Invoices.ringaskiddy@novartis.com](mailto:Invoices.ringaskiddy@novartis.com)  
(Novartis Ringaskiddy It d agus Novartis Integrated Services Ltd)



# Conas a Ariba Oibríonn

Táimid tiomanta a chinntiú, ní hamháin go gcuirfimid próiseáil íocaíochta tráthúil agus éifeachtúil ar earraí agus ar sheirbhísí ar fáil dár soláthraithe go léir, ach go ndéanaimid é seo agus muid ag tacú lenár dtóir ar inbhuanaitheacht comhshaoil trí ghlacadh le r-réitigh.

## Cad é Líonra Ariba?

- Is éard atá i gceist leis ná PO atá bailí go dlíthiúil a mhalartú agus a stóráil sonraisc idir comhpháirtithe trádála i bhformáid leictreonach \_ amháin.
- - tá bailíocht dhlíthiúil ag sonraisc agus is féidir iad a úsáid chun comhlíonadh a chruthú nó mar bhunfhigiúirí cánach (ní úsáideann an comhéadan ná ní éilíonn sé páipéarbhunaithe sonraisc).
- Déantar an ríomh-shonraisc a sheachadadh chuig Novartis mar íomhá agus mar chomhad sonraí, rud a chinntíonn próiseas iomlán uathobrithe ó cheann

**Nóta:** Ar na cúiseanna thuas, ní mheastar gur fíor- "leictreonach" é cóip PDF den sonraisc sonraisc".



## Cad iad na príomhbhuntaistí a bhaineann le Araib Líonra réiteach?

Cumasáíonn líonra Ariba tarchur leictreonach PO agus sonraisc.

Cuireann Novartis na horduithe ceannaigh chuig an soláthraí agus aistríonn an soláthraí na sonraisc chuig Novartis tríd an Líonra Ariba. Aistrítear na sonraisc chuig córais chuntasaíochta Novartis, áit a ndéantar iad a phróiseáil agus a phostáil.

- **Níos lu íocaíochta déanach mar gheall ar sheachadadh láithreach sonraisc**
- **Ardíocaíocht ar-am trí am próiseála sonraisc a laghdú**
- **Infheictheacht iomlán orduithe, sonraisc agus stádas íocaíochta**
- **Sonraisc leictreonacha atá lán-chomhoiriúnach is féidir a úsáid mar bhunleaganacha cánach**
- **Tá seachadadh sonraisc ráthaithe agus deimhnithe, ag soláthar infheictheachta iomlán mar chuid de phróiseas deireadh le deireadh**
- **Deireadh a chur le heisceachtaí sonraisc agus fiosrúcháin soláthraithe**
- **Deireadh a chur ian de costais a bhaineann le sonraisc pháipéir a phróiseáil (stampaí, clúdaigh, priontáil)**
- **Neamhdhíobhálach don chomhshaoil**
- **Déantar sonraí sonraisc a chartlannú go digiteach, rud a shábhálann am agus spás**
- **Rogha an réiteach ríomh-shonraisc céanna a úsáid thar go leor Novartis aonaid**

# Conas dul ar bord Ariba

1. Tabhair cuairt ar [solathrai.ariba.com](https://solathrai.ariba.com), cliceáil Cláraigh anois agus comhlánaigh an clárú
2. Nuair a bheidh tú cláraithe, gheobhaidh tú do ID Líonra Ariba (ANID), a bheidh ort a roinnt le Novartis ag: [contact.elink@novartis.com](mailto:contact.elink@novartis.com), agus déanfaimid cúram de phróiseas bordála Ariba a chomhlánú agus an PO-aschur a ghníomhachtú.
2. Nuair a bheidh sé gníomhachtaithe, seolfar gach ordú ceannaigh nua chugat tríd an ordú ríomhphoist idirghníomhach. Táimid ag súil go gcuirfidh tú gach sonrasc gaolmhar isteach trí líonra Ariba ag baint úsáide as an gcaipe "ordú próisis".
3. Tá an gnáthchuntas SAOR IN AISCE le húsáid agus ligean sé duit post a fháil agus sonraisc a sheoladh

- Le haghaidh tuilleadh faisnéise tabhair cuairt ar ár dtreoir Novartis ar shonrascú Ariba sa PDF seo a leanas



Novartis Guide to  
Ariba

- Má tá aon cheist agat a bhaineann leis an bpróiseas, déan teagmháil le [contact.elink@novartis.com](mailto:contact.elink@novartis.com)

# Coinneáil thabhairt cothrom le dáta

Ionas gur féidir linn orduithe ceannaigh a sheoladh chuig an seoladh ceart agus íocaíocht thráthúil do shonraisc a chinntiú, ní mór an fhaisnéis seo a leanas a choinneáil ar bhonn rialta suas chun dáta:

- cuideachta ainm
- cuideachta seoladh
- Eolas teagmhála ( uimhir theileafóin , seoladh ríomhphoist )
- Clárú CBL\_ uimhir
- Íocaíocht sonraí


Má thagann athrú ar aon chuid den fhaisnéis thuas , beidh orainn an fhaisnéis nuashonraithe a sheoladh chugainn thíos armáidí:



Supplier Registration Form

Cuir in iúl dúinn láithreach le do thoil i gcás athruithe ar an méid thuas Eolas.

Mura ndéanann tú é seo d' fhéadfadh go n - íocfar do shonrasc



### 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 & PMA (Ordering Partner/ Issuing Partner/ Subidiaries) 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 direct 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.phcbs@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**

DIOLACHT GO HIOMLÁN DLÍ

ROGHNAIGH Ó

SEOLADH SONRAÍ

IS ID CBLéigeantach (MÁ CBL CLÁRAITHE)

IS IAD SONRAÍ IOMLÁN AN BHAINC ÉIGEANTACH

GHLACADH ACH FOIRMEACHA SÍNITHE \_ \_



# Cá háit a tacaíocht

Le haghaidh fiosrúcháin a bhaineann le sonrasc , téigh i dteagmháil leis an Ionad Seirbhíse Eacnamaíochta dá réir sin

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