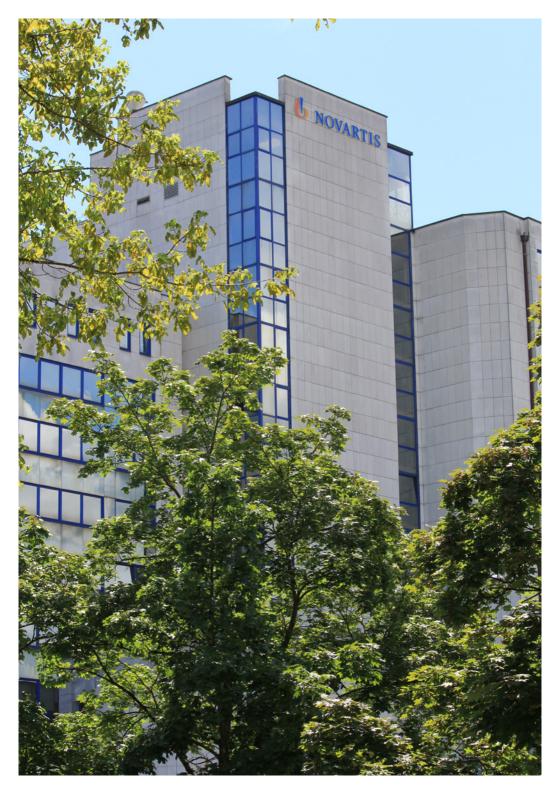


Information to our Partners



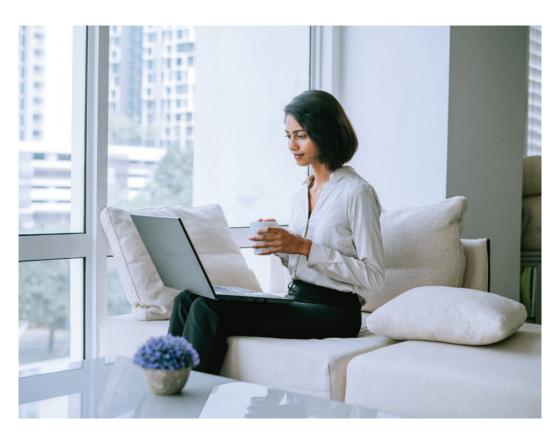
Dear vendor!

We are pleased to welcome you as our valued Partner.

This letter is intended to assist you in understanding our policies and procedures for ensuring timely payment of your invoices.



Invoice submission options



All invoices should be sent directly by the vendor using only one of the following methods:

1. Via e-mail in PDF-format

After receipt of invoices they will be immediately forwarded to the scanning process and will be ready for posting in a few hours. Due to the automated system, it is necessary to observe the instructions below. PDF files containing multiple invoices cannot be processed. Please send us your invoice as a PDF file attached to your e-mail containing any agreed attachment such as delivery note, specification, etc.:

Invoices, addressed to **Novartis LLC**, must be sent to invoicing.novartis-si@novartis.com;

or

2. Paper-based by regular post (if e-mail submission is not possible)

Once received, invoices will be scanned manually so please note:



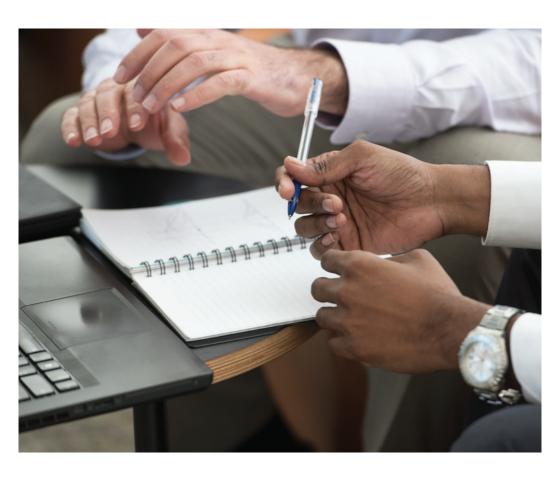
Invoices addressed to Novartis LLC must be sent to Novartis Pharmaceutical Manufacturing LLC, Verovškova ulica 57, SI - 1000 Ljubljana;

The first option for submitting invoices is faster and more reliable so we would like to receive invoices mostly via e-mail in PDF-format. Only when this is not possible from your side, please send your invoices by post.

To avoid double entries, each invoice should be sent only once. If you send an invoice electronically, please do not send an additional copy by regular post.

Invoice requirements

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



Document type: Invoice

Vendor data:

Company name Company address VAT registration no.

Invoice number: xx/xxxx Invoice date: xx.xx.xxxx Delivery date: xx.xx.xxxx

Bill to:

Company name Company address VAT registration no.

Delivery address: xxxxxxx

Purchase order, cost center or buyer name and surname: xxx xxxxxxx

| # Description | Qty | Unit price | Net amount | Tax % | Gross amount | |
|---------------------------------------|--------------|--------------|--------------|-----------------------------------|-----------------|--|
| Blago/storitev A Blago/storitev B | 0,00 0,00 | 0,00 0,00 | 0,00 0,00 | 0,00 0,00 | 0,00 0,00 | |
| | | | | To be paid: 0,00 Currency: xxx | | |

Seller full bank data:

Bank account holder name Bank name and address Bank account **IBAN** Bank code/branch code **SWIFT**

ABA number (mandatory for USA)

If an invoice is issued on the basis of a purchase order, the invoice data should match the purchase order data (line items, payment term ...).

Invoices are reviewed by our processing team for a compliance check with the Novartis defined Invoicing guidelines and, based on this review the invoice, may be rejected via email.

The most common reasons for returned invoices are the following:

- VAT invalid
 (invoices must mention the invoicing address and VAT number as mentioned on the PO as well as the supplier VAT number);
- Purchase order number is missing or invalid / Cost object orbuyer name is missing;
- Address is wrong
 (eg. delivery address is stated instead of buyer address)

A notification is sent to the supplier via regular post informing that the invoice is rejected due to one of the reasons with a request to correct the invoice and resend it for processing / payment. Once the **new and correct invoice** is received, it will be posted and paid by the due date. Payment terms are calculated based on the invoice date.

Keeping us updated



In order to ensure timely payment of your invoices, the following information must be kept regularly updated:

- Company name
- Company address
- Contact details (telephone 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 as an official document to FSC Slovenia - Solution Center (apinfo.coe@novartis.com).

Please inform us immediately in the event of any changes to the above information.

Payment



Once the correct and timely received invoice is posted and approved, it will be paid according to the weekly payment calendar and due date. **Payment terms are calculated based on the invoice date.**

Payments are prepared once a week. Payments on behalf of Novartis are performed by the Novartis in-house bank in Luxemburg (Novartis Investment S.a.r.l.) or they are executed from the local Nova KBM bank account

Company details:



Novartis Pharmaceutical Manufacturing LLC Verovškova ulica 57 1000 Ljubljana, Slovenia Identification number: 9186409000

Tax number: SI 98914227

Bank details

Bank name: Nova KBM d.d.

Bank account: SI56 0400 0027 7122 248

SWIFT number: KBMASI2X

Customer support



For invoice-related inquiries, please contact **FSC Slovenia – Solution Center** on +386 1580 3001 or send your query, reminder or statement to the dedicated e-mail address: apinfo.coe@novartis.com.



U NOVARTIS

Novartis Pharmaceutical Manufacturing LLC

FSC Slovenia - Solution Center

Verovškova ulica 57 1000 Ljubljana, Slovenia Telefon: +386 (0)15803001 apinfo.coe@novartis.com www.novartis.com/si

3 July 2023