



Invoice requirements

General Guidance

Invoices received by Novartis should be legible and in accordance with applicable law in Poland:

- Novartis requires most invoices to carry a Purchase Order (PO) Number. Be sure to request a formal PO before sending goods or providing services and include the PO Number on subsequent invoicing.
- Invoices that do not require a PO, must mention the requester or department name, from which the order originates.
- The invoice should include the bank account number in the IBAN format and the swift code.

All requirements as described above, must be followed to help us disburse your payments in a timely manner.

Invoice Submission Addresses

1. **Electronic invoices** should only be sent to one of the email addresses below (depends on which company issued the Purchase Order):
 - For Novartis Poland Sp. z o.o.: invoices.poland@novartis.com
 - For Sandoz Polska and LEK S.A.: fsc.poland@sandoz.com
2. **Paper invoices** should be sent to:
 - For Novartis Poland Sp. z o.o. :
Exela Document Process Process Services, PKZ-PL03_Novartis, Postfach 140123, 65208 Wiesbaden, Germany
 - For LEK S.A.:
Exela Document Process Process Services, PKZ-PL12_Novartis, Postfach 140123, 65208 Wiesbaden, Germany
 - For Sandoz Polska:
Exela Document Process Services, PKZ-PL13_Novartis, Postfach 140123, 65208 Wiesbaden, Germany

Note: If the invoice was already delivered electronically, please do not send the same invoice in paper form.