

Subject: Invoice Submission Guidelines



Dear Supplier,

We hope you are doing well. We appreciate your ongoing support to Norgine by providing your services/goods, which enables us to serve our customers.

We are constantly seeking ways to improve our processes from start to finish. Currently, we are working on streamlining our invoice processing system. Our goal is to ensure that all our suppliers receive timely payments.

To succeed in this endeavour, we kindly request your cooperation and support in providing information promptly and through the correct channel. We have prepared guidelines for you to follow when submitting invoices, including the required format and essential information that should be included.

Email the Invoice to:	APinvoices@norgine.com
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Invoice Format Requirements	Essential Invoice Information
<ul style="list-style-type: none">• Send all invoices or credit notes electronically (no hard copies) in PDF format.• Each invoice/credit note should be on a separate PDF not exceeding 10 mb.• Include only one invoice per email (Do not scan multiple invoices in one PDF)• The total size of the email and all attachments should not exceed 25 mb.• Do not send Zip files to the mailbox.• Any supplementary information attached must pertain to the specific invoice attached.	<ul style="list-style-type: none">• Address the invoice to the correct Norgine entity• Purchase Order Number• Norgine Point of Contact – Name and Email• Bill To Address• Invoice/Credit Note Number• Invoice Date• Itemized list of goods/services• Quantity• Unit Price• VAT number• Applicable tax• Cost Centre (if available)• Total Amount Due• Your contact information

Failure to adhere to these guidelines may result in your invoice being rejected back to you. Please submit invoices promptly upon completion of goods or services rendered. Delayed invoicing may result in delayed payments.

For any questions or clarifications, please reach out to our Accounts Payable department at aphelpdesk@norgine.com.

We greatly appreciate your cooperation in ensuring smooth and efficient invoicing procedures.

Thank you!

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