

Ready to start your supplier journey?

A quick guide to help you navigate the checkpoints of submitting your Novo Nordisk invoice

CHECKPOINT #1

Choose your invoice type

So, which process should you select?

EAN electronic invoicing

- Preferred for Novo Nordisk A/S
- Fast, secure and fully automated
- [Click here](#) for extra info on how to use EAN number to invoice Novo Nordisk A/S

PDF invoice via email

- Used for all other affiliates globally
- To e-mail your invoice PDF to the correct Novo Nordisk affiliate, you can find the e-mail and country you need [here](#)

CHECKPOINT #2

Prepare your invoice

The basics for getting your invoice set-up...

- If you have a PO number, include it and match each invoice line to its corresponding PO line in description, quantity, unit price and line number
- If the PO number is not available, use the Novo Nordisk requestor's initials instead
- Check all legal and VAT information is correct
- Make sure the billing information of the Novo Nordisk affiliate is correct
- Send each invoice as its own PDF file
- For a single invoice, merge it with supporting documents into one PDF

Turn the page for a more in-depth checklist of reminders



Your full checklist of reminders

CHECKPOINT #3

Read our [comprehensive list](#) below of everything you need to submit your invoice

- Date of issue**
- Invoice number**
A sequential number, based on one or more series, which uniquely identifies the invoice.
- Supplier's identification**
VAT/GST number or Tax ID number and full name and address.
- Customer's identification**
Full name and address. VAT number only if it is an intracommunity supply in EU.
- Quantity and nature of the supply**
The quantity and nature of the goods supplied or the extent and nature of the services rendered. Clearly state whether the supply is a good or a service.
- Date of delivery**
The date on which the supply of goods or services was made or completed, or the date on which the payment on account was made when it differs from the date of issue of the invoice.
- Ship to and from location**
The country the goods are shipped to and shipped from.
- Taxable amount per rate or exemption**
The taxable amount per rate or exemption.
- Unit price before VAT/GST**
The unit price exclusive of VAT/GST and any discounts or rebates if they are not included in the unit price.
- VAT/GST rate**
The VAT/GST rate applied.
- VAT/GST amount payable**
The VAT/GST amount payable, except where a special arrangement applies and this information is excluded in accordance with the EU VAT Directive.
- Tax representative's identification, if applicable***
VAT number together with full name and address.

* To be added if the person liable for payment of VAT is a tax representative, often representing a foreign entity.

