

PDF INVOICES:

We kindly ask you to comply with these guidelines when sending a PDF invoice or a credit note to Novo Group companies.

- The invoice must include a clear reference to a Purchase Order (PO) number and/or the recipient's initials and full name.
- Each invoice should be sent as a single PDF attachment.
- You can attach multiple invoices as separate PDF attachments in a single email.
- Do not include instructions in the email. The system will only consider the attachments and ignore any text in the email.
- Do not send attachments that are password protected, as the system cannot open such files

For any payment related queries, reminders and statement of accounts, please look up the affiliate you are invoicing below (See ***Affiliate Guidance*** below) and reach out accordingly.

AFFILIATE GUIDANCE

Find relevant emails for each Novo Nordisk Entity, for submitting PDF invoices and for support.

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