

## INVOICING GUIDELINES

We kindly ask you to comply with these guidelines when sending invoices or credit notes to Novo Group companies.

Novo Nordisk A/S	Novo Nordisk Healthcare A/G	Novo Nordisk affiliates worldwide
<p>»E-mail with pdf invoice attached (no paper copy):  <a href="mailto:AP-NOVO-HQ@novonordisk.com">AP-NOVO-HQ@novonordisk.com</a></p> <p>»Electronic invoicing:                      -Follow setup guidelines at  <a href="http://www.sproom.net/en/clients/novonordisk/">www.sproom.net/en/clients/novonordisk/</a>                      -NOVO NORDISK A/S:                      EAN 5790001899561</p>	<p>»E-mail with pdf invoice attached (no paper copy):  <a href="mailto:ap-zurich@novonordisk.com">ap-zurich@novonordisk.com</a></p> <p>»Electronic invoicing - NOT AVAILABLE</p>	<p>»E-mail with pdf invoice attached (no paper copy):                      Email address provided by local affiliate</p> <p>»Electronic invoicing - NOT AVAILABLE</p>

If any of the above information changes, your company will be notified. Invoice contents:

### Legal requirements for an invoice

Content	Definition based on the EU VAT directive
Date	The 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 <b>and</b> 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;
Date of delivery	The date on which the supply of goods or services was made or completed <b>or</b> the date on which the payment on account was made when it differs from the date of issue of the invoice;
Taxable amount per rate or exemption	The taxable amount per rate or exemption,

Unit price before VAT/GST	The unit price exclusive of VAT 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

Any invoice that does not meet the above criteria will be returned for correction.

**Novo Nordisk A/S**

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