



Important guidance for submitting an invoice:

1. ORDERS – Important Information

No payment without PO number (PO = Purchase Order):

Please note that invoices without a valid PO Number are not allowed to be paid *if not differently defined by the specific Cytiva legal entity (e.g. carrier business)*. If invoices are being submitted without a valid PO Number, the payment or processing of your invoice may be rejected or delayed.

IMPORTANT! Do not deliver any goods or services to Cytiva without having an official order (PO Number). Do not take any order from Cytiva without an official Purchase Order (e.g. via phone or e-mail). Suppliers who withhold deliveries of material / service while waiting for an official order from their Cytiva representative cannot be held liable for the delay of the delivery.

Invoices without **valid PO Number** will be rejected and sent back to the vendor.

2. INVOICES – Important Information

All invoices must include the mandatory information specified below & be sent to the email addresses listed above. Please do **NOT** send invoices to your Cytiva representative directly, as this will cause delays in payment of your invoices.

- **Legal entity**
 - Invoices must be issued with the **correct legal entity name** mentioned on the purchase order (including legal form of the company; e.g. Ltd, Limited, equals bill-to address mentioned above)
 - Please take note that invoices issued to a wrong or invalid legal entity will be rejected and sent back to the supplier. This will cause delays in payment for which Cytiva cannot be made liable.
- **Purchase order (PO number)**, only **one** PO Number per invoice is allowed (no collective invoices).
 - If multiple orders were issued – for each order a unique invoice must be submitted.
 - In case of direct purchases the PO number needs to be followed by a release number divided by a “-“
 - Invoices that are not related to a single purchase order/PO release, Cytiva cannot guarantee timely payments of your invoices.
- **Addresses on invoice**
 - Bill to address of the Cytiva legal entity (buyer customer who receives material/service and pays your invoice. This can include additional mail to c/o address for handling our invoices.
 - Ship to address and country (where material/service will be delivered)
- **Currency** as on purchase order.
- **Total amounts** with and without tax (GST).
- **Invoice date:** Invoices must contain an invoice date and may only be sent for processing to Cytiva when all requirements of the order have been obtained, meaning after full execution of the service or entire delivery of the material.
- **Invoice number**
- **Description:** Invoices must contain a valid and detailed description of the Service / Material (equal description of the purchase order)
- **VAT registration number:** Invoices must contain the VAT registration number of the invoicing/Bill-to party. If you are liable for tax on sales, you must provide your VAT registration number on each invoice.
- **Bank details:** Please state your bank details on your invoice if the payment should be transferred to your account.

Invoices must be legible; a colored background should be avoided. Handwritten invoices will not be accepted