

Purchase Order & Invoicing standards for Swiss Re Asia Pte. Ltd., Japan Branch Swiss Re International SE, Japan Branch

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Introduction

Swiss Re is committed to meeting its obligations to vendors, including timely payment for agreed goods/services. In order to meet this goal we ask all our vendors to comply with minimum requirements for orders and invoices.

We operate a Purchase Order process for our Japanese purchasing entities (Swiss Re Asia Pte. Ltd., Japan Branch & Swiss Re International SE, Japan Branch). For these entities, please follow instructions in this document.

We thank you in advance for your co-operation.

Purchase Order Instructions

It is very important that you have a Purchase Order number (PO) from Swiss Re at the time of receiving our order for services or goods. If you do not receive a Purchase Order, please contact your Swiss Re partner.

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Invoice Instructions

Send invoices via mail – a postal address along with contact details for our Accounts Payable team in the event of any queries can be found on page 4.

**Payment terms are applied from the invoice date.
Our standard payment terms are 30 days.**

For prompt payment, please ensure that all invoices include the following:

- The appropriate Purchase Order number
- The legal name and address of the Swiss Re entity purchasing the goods/services (as per the order)
- The name of the Swiss Re contact person in respect of the goods/services
- A clear description of the goods and/or the services purchased
- Invoice date
- Billing in the currency stated in the Purchase Order
- Your organization's current address and bank details (bank account number and SWIFT/BIC code)
- Your VAT number (if not applicable, please state that your organization is not VAT registered)
- If otherwise agreed in the contract, any non-standard Payment negotiated terms should be indicated on each invoice. This will be used to check against order / contract information.

Missing details may result in delays or invoices being returned for correction and resubmission.

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Entity	Swiss Re Asia Pte. Ltd., Japan Branch	Swiss Re International SE, Japan Branch
Bank Charges	<p>Swiss Re applies shared bank charges between Swiss Re and vendor.</p> <p>If agreed otherwise, it should be covered by contract and mentioned on each invoice issued to Swiss Re.</p>	

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Where to send and how to address your invoices

Specific instructions are detailed on a legal entity level below.

Entity	Swiss Re Asia Pte. Ltd., Japan Branch	Swiss Re International SE, Japan Branch
Invoice email address	-----	-----
Entity address – to be stated on invoice	Swiss Re Asia Pte. Ltd., Japan Branch Marunouchi Nijubashi Building 22F 3-2-3 Marunouchi, Chiyoda-ku Tokyo Japan 100-0005	Swiss Re International SE, Japan Branch Marunouchi Nijubashi Building 22F 3-2-3 Marunouchi, Chiyoda-ku Tokyo Japan 100-0005
Purchase Order (PO) Numbers	JP1-400XXXXX	JP3-400XXXXX
Invoice & Payment queries	AP_APAC@swissre.com	AP_APAC@swissre.com