

# Purchase Order & Invoicing standards for Swiss Re Asia Pte. Ltd., Hong Kong Branch Swiss Re International SE, Hong Kong 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 Hong Kong purchasing entities (Swiss Re Asia Pte. Ltd., Hong Kong Branch and Swiss Re International SE, Hong Kong 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 email – a central delivery email address along with contact details for our Accounts Payable team in the event of any queries or being unable to email invoices can be found on page 4.

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

**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
- Billing in the currency stated in the Purchase Order
- Your organization's current address and bank details (bank account in IBAN format and name of the bank and SWIFT/BIC code)
- 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.

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Entity	Swiss Re Asia Pte. Ltd., Hong Kong Branch	Swiss Re International SE, Hong Kong 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>	

## Requirements for emailed invoices

Emails must be addressed to the email address ([HK\\_InvoicesScanning@SwissRe.com](mailto:HK_InvoicesScanning@SwissRe.com)), as defined below:

Please ensure that all emailed invoices:

1. Are attached as a PDF (non-editable) format;
2. Each PDF attachment must:
  - o Be free of any security settings;
  - o Contain only one invoice with any relevant back up documentation included in the same attachment;
3. Each email must:
  - o Be less than 250 MB in size (including all attachments)
  - o Contain a maximum of 50 attachments (invoices).

You will receive an automated response to acknowledge your email has been received in our Swiss Re mailbox.

**Failure to follow these instructions may delay payment.**

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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., Hong Kong Branch	Swiss Re International SE, Hong Kong Branch
Invoice email address	<a href="mailto:HK_InvoicesScanning@SwissRe.com"><u>HK_InvoicesScanning@SwissRe.com</u></a>	<a href="mailto:HK_InvoicesScanning@SwissRe.com"><u>HK_InvoicesScanning@SwissRe.com</u></a>
Entity address – to be stated on invoice	Swiss Re Asia Pte. Ltd., Hong Kong Branch Accounts Payable Suite 6006, 60/F Central Plaza 18 Harbour Road Wanchai Hong Kong	Swiss Re International SE, Hong Kong Branch Accounts Payable 61st Floor, Central Plaza 18 Harbour Road Wanchai Hong Kong
Purchase Order (PO) Numbers	HK1-400XXXXX	HK2-400XXXXX
Invoice & Payment queries	<a href="mailto:Payables_EuropeAsia@SwissRe.com"><u>Payables_EuropeAsia@SwissRe.com</u></a> +421 2 5831 5790	<a href="mailto:Payables_EuropeAsia@SwissRe.com"><u>Payables_EuropeAsia@SwissRe.com</u></a> +421 2 5831 5790
	<i>If you are unable to email invoices, please use the appropriate Invoice &amp; payment query contact details below to contact Swiss Re</i>	