

**Purchase Order & Invoicing standards for  
Swiss Re America Holding Corporation, Swiss Re Management (US) Corporation,  
Westport Insurance Corporation, iptiQ Americas Inc., Lumico Life Insurance Company,  
Lumico Life Insurance Company of New York, Wing Re IV Inc.**

<a href="#"><u>Introduction</u></a>	<a href="#"><u>Invoice Instructions</u></a>	<a href="#"><u>Invoice Delivery</u></a>	<a href="#"><u>Invoice and Payment Queries</u></a>
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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 US purchasing locations (Swiss Re America Holding Corporation, Swiss Re Management (US) Corporation, Westport Insurance Corporation, iptiQ Americas Inc., Lumico Life Insurance Company, Lumico Life Insurance Company of New York and Wing Re IV Inc.). For these locations, 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.

It is essential that the correct legal entity and respective invoicing address are included. The entity that directly benefits from the goods and services should be included.

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**Invoice Instructions**

Send invoices via email – a list of central delivery email addresses can be found below along with contact details for our Accounts Payable team in the event of any queries or being unable to email invoices.

**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.**

**Tymetrix users should continue to follow their existing process.**

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

- The appropriate Purchase Order number;
  - Correct 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
  - Your VAT number (if not applicable, please state that your organization not VAT registered)
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- 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 America Holding Corporation	Swiss Re Management (US) Corporation	Westport Insurance Corporation	iptiQ Americas Inc.	Lumico Life Insurance Company	Lumico Life Insurance Company of New York	Wing Re IV Inc.
<b>Bank Charges</b>	Bank charges are applied by Swiss Re.  If agreed otherwise, it should be covered by contract and mentioned on each invoice issued to Swiss Re.						

**Requirements for emailed invoices**

Emails must be addressed to the email address, as defined below:

Please ensure that all emailed invoices:

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

It is essential that correct legal entity & respective invoicing address is included. The entity that directly benefits from the goods and services should be included.

Specific instructions are detailed on a legal entity level below.

Entity	Swiss Re America Holding Corporation	Swiss Re Management (US) Corporation	Westport Insurance Corporation
Invoice email address	<a href="mailto:US_InvoicesScanning@SwissRe.com">US_InvoicesScanning@SwissRe.com</a>	<a href="mailto:US_InvoicesScanning@SwissRe.com">US_InvoicesScanning@SwissRe.com</a>	<a href="mailto:US_InvoicesScanning@SwissRe.com">US_InvoicesScanning@SwissRe.com</a>
Entity address – to be stated on invoice	Accounts Payable One Kansas City Place 1200 Main Street, Suite 800 Kansas City, MO 64105 United States	Accounts Payable One Kansas City Place 1200 Main Street, Suite 800 Kansas City, MO 64105 United States	Accounts Payable One Kansas City Place 1200 Main Street, Suite 800 Kansas City, MO 64105 United States
Purchase Order (PO) Number	US1-400xxxxx	US2-400xxxxx	US3-400xxxxx
VAT #	13-2761364	13-2761364	13-2761364
	<i>If you are unable to email invoices, please use the appropriate Invoice &amp; payment query contact details below to contact Swiss Re</i>		
Invoice & payments queries	<a href="mailto:US_APProcessing@swissre.com">US_APProcessing@swissre.com</a> +1 816 702 3665	<a href="mailto:US_APProcessing@swissre.com">US_APProcessing@swissre.com</a> +1 816 702 3665	<a href="mailto:US_APProcessing@swissre.com">US_APProcessing@swissre.com</a> +1 816 702 3665

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Entity	iptiQ Americas Inc.	Lumico Life Insurance Company	Lumico Life Insurance Company of New York	Wing Re IV Inc.
Invoice email address	<a href="mailto:USLC_invoicesscanning@swissre.com">USLC_invoicesscanning@swissre.com</a>	<a href="mailto:USLC_invoicesscanning@swissre.com">USLC_invoicesscanning@swissre.com</a>	<a href="mailto:USLC_invoicesscanning@swissre.com">USLC_invoicesscanning@swissre.com</a>	<a href="mailto:USLC_invoicesscanning@swissre.com">USLC_invoicesscanning@swissre.com</a>
Entity address – to be stated on invoice	iptiQ Americas Inc. 175 King St. Armonk 10504 US	Lumico Life Insurance Company, 175 King St. Armonk 10504 US	Lumico Life Insurance Company of New York 175 King St. Armonk 10504 US	Wing Re IV Inc. 175 King St. Armonk 10504 US
Purchase Order (PO) Number	US10-XXXXXX	US11-XXXXXX	US12-XXXXXX	US13-XXXXXX
VAT #	81-3396582	86-0200852	36-4871023	83-2478075
	<i>If you are unable to email invoices, please use the appropriate Invoice &amp; payment query contact details below to contact Swiss Re</i>			
Invoice & payments queries	<a href="mailto:LFCAP_AP@swissre.com">LFCAP_AP@swissre.com</a>	<a href="mailto:LFCAP_AP@swissre.com">LFCAP_AP@swissre.com</a>	<a href="mailto:LFCAP_AP@swissre.com">LFCAP_AP@swissre.com</a>	<a href="mailto:LFCAP_AP@swissre.com">LFCAP_AP@swissre.com</a>