

Purchase Order & Invoicing standards for Swiss Re Corporate Solutions Africa Limited Swiss Re Africa Limited

Introduction	Invoice Instructions	Invoice Delivery	Invoice and Payment Queries
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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 South African purchasing entities:

- Swiss Re Corporate Solutions Africa Limited
- Swiss Re Africa Limited

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.

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 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 and 5.

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)
- Your BID and VAT number (if not applicable, please state that your organization is not VAT registered)
- Refer to Swiss Re's BID and VAT numbers (as stated in this document)
- 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 Corporate Solutions Africa Limited	Swiss Re Africa Limited
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 (ZA_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. It is essential that correct legal entity benefiting from the goods and services & respective invoicing address is included.

Entity	Swiss Re Corporate Solutions Africa Limited	Swiss Re Africa Limited
Invoice email address	ZA_InvoicesScanning@swissre.com	ZA_InvoicesScanning@swissre.com
Entity address – to be stated on invoice	Swiss Re Corporate Solutions Africa Limited 11 Alice Lane 4th Floor Sandhurst Sandton 2196 Johannesburg Gauteng South Africa	Swiss Re Africa Limited. 2nd Floor Beechwood House The Boulevard, Searle Street, Cape Town 7925 South Africa
Purchase Order (PO) Numbers	ZA3-400XXXXX	ZA1-400XXXXX
VAT #	4080272679	4710101868
	<i>If you are unable to email invoices, please use the appropriate Invoice & payment query contact details below to contact Swiss Re</i>	
Invoice & Payment queries	Payables_EMEA@swissre.com	Payables_EMEA@swissre.com

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Invoice and Payment Queries

Entity	Swiss Re Corporate Solutions Africa Limited	Swiss Re Africa Limited
Invoice & Payment queries	<u>Payables_EMEA@swissre.com</u>	