

**Purchase Order & Invoicing standards for  
Swiss Re Services Ltd., Swiss Re Management Ltd.  
iptiQ Life S.A., UK Branch, iptiQ Group Holding Ltd, UK branch**

<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 UK purchasing entities (1. Swiss Re Services Ltd., 2. Swiss Re Management Ltd., 3. iptiQ Life S.A., UK Branch and 4. iptiQ Group Holding Ltd, UK branch). 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)
  
- 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 Services Ltd.	Swiss Re Management Ltd.	iptiQ Life S.A., UK Branch	iptiQ Group Holding Ltd, UK branch
<b>Bank Charges</b>	<p>Bank charges are applied by Swiss Re.</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, 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 Services Ltd.	Swiss Re Management Ltd.
Invoice email address	<a href="mailto:UK_InvoicesScanning@SwissRe.com"><u>UK_InvoicesScanning@SwissRe.com</u></a>	<a href="mailto:UK_InvoicesScanning@SwissRe.com"><u>UK_InvoicesScanning@SwissRe.com</u></a>
Entity address – to be stated on invoice	Accounts Payable Castle House, Castle Hill Avenue Folkestone, Kent, CT 20 2TF, United Kingdom	Accounts Payable Castle House, Castle Hill Avenue Folkestone, Kent, CT 20 2TF, United Kingdom
PO Number	GB1-400xxxxx	GB2-400xxxxx
VAT Number	GB244797524	GB244797524
	<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:Payables_EMEA@swissre.com"><u>Payables_EMEA@swissre.com</u></a>	<a href="mailto:Payables_EMEA@swissre.com"><u>Payables_EMEA@swissre.com</u></a>

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Specific instructions are detailed on a legal entity level below.

Entity	iptiQ Life S.A., UK Branch	iptiQ Group Holding Ltd, UK branch
Invoice email address	<a href="mailto:UKLC_invoicesscanning@swissre.com"><u>UKLC_invoicesscanning@swissre.com</u></a>	<a href="mailto:UKLC_InvoicesScanning@swissre.com"><u>UKLC_InvoicesScanning@swissre.com</u></a>
Entity address – to be stated on invoice	iptiQ Life S.A., UK Branch, 30 St. Mary Axe, London EC3A 8EP, United Kingdom	iptiQ Group Holding Ltd, UK Branch 30 St. Mary Axe, London EC3A 8EP, United Kingdom
PO Number	GB 14-400XXXXX	GB10-400XXXX
VAT Number	GB244797524	GB244797524
	<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:Payables_EMEA@swissre.com"><u>Payables_EMEA@swissre.com</u></a>	<a href="mailto:Payables_EMEA@swissre.com"><u>Payables_EMEA@swissre.com</u></a>