

**Purchase Order & Invoicing standards for  
Swiss Reinsurance Company Ltd Canadian Branch – L&H  
Swiss Reinsurance Company Ltd Canadian Branch – P&C**

<a href="#"><u>Introduction</u></a>	<a href="#"><u>Invoice Instructions</u></a>	<a href="#"><u>Bank Charges</u></a>	<a href="#"><u>Invoice Delivery</u></a>
-------------------------------------	---	---	---

**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 Canadian purchasing entities (Swiss Reinsurance Company Ltd Canadian Branch – L&H and Swiss Reinsurance Company Ltd Canadian Branch – P&C). 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.

**Purchase Order & Invoicing standards for  
Swiss Reinsurance Company Ltd Canadian Branch – L&H  
Swiss Reinsurance Company Ltd Canadian Branch – P&C**

<a href="#"><u>Introduction</u></a>	<a href="#"><u>Invoice Instructions</u></a>	<a href="#"><u>Bank Charges</u></a>	<a href="#"><u>Invoice Delivery</u></a>
-------------------------------------	---	-------------------------------------	---

## 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.

**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)
- Refer to Swiss Re's VAT number (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.

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

**Purchase Order & Invoicing standards for  
Swiss Reinsurance Company Ltd Canadian Branch – L&H  
Swiss Reinsurance Company Ltd Canadian Branch – P&C**

<a href="#"><u>Introduction</u></a>	<a href="#"><u>Invoice Instructions</u></a>	<a href="#"><u>Bank Charges</u></a>	<a href="#"><u>Invoice Delivery</u></a>
-------------------------------------	---	-------------------------------------	---

Entity	Swiss Reinsurance Company Ltd Canadian Branch – L&H	Swiss Reinsurance Company Ltd Canadian Branch – P&C
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 ([CA\\_InvoicesScanning@swissre.com](mailto:CA_InvoicesScanning@swissre.com)).

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 50 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.**

**Purchase Order & Invoicing standards for  
Swiss Reinsurance Company Ltd Canadian Branch – L&H  
Swiss Reinsurance Company Ltd Canadian Branch – P&C**

<a href="#"><u>Introduction</u></a>	<a href="#"><u>Invoice Instructions</u></a>	<a href="#"><u>Bank Charges</u></a>	<a href="#"><u>Invoice Delivery</u></a>
-------------------------------------	---	-------------------------------------	---

**Where to send and how to address your invoices**

Specific instructions are detailed on a legal entity level below.

Entity	Swiss Reinsurance Company Ltd Canadian Branch – L&H	Swiss Reinsurance Company Ltd Canadian Branch – P&C
Invoice email address	<a href="mailto:CA_InvoicesScanning@swissre.com"><u>CA_InvoicesScanning@swissre.com</u></a>	<a href="mailto:CA_InvoicesScanning@swissre.com"><u>CA_InvoicesScanning@swissre.com</u></a>
Entity address – to be stated on invoice	Swiss Reinsurance Company Ltd Canadian Branch 150 King Street West Suite 1000 Toronto Ontario M5H 1J9 Canada	Swiss Reinsurance Company Ltd Canadian Branch 150 King Street West Suite 1000 Toronto Ontario M5H 1J9 Canada
Purchase Order (PO) Numbers	CA1-400XXXXX	CA2-400XXXXX
VAT #	105105787RT0001	105105787RT0001
	<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 & Payment queries	<a href="mailto:Canada_AP@swissre.com"><u>Canada_AP@swissre.com</u></a> +1 913 676 5271	<a href="mailto:Canada_AP@swissre.com"><u>Canada_AP@swissre.com</u></a> +1 913 676 5271