

Order & Invoicing standards for 'other' Swiss Re entities

Introduction	Other entities invoice Instructions	Other entities Invoice Delivery	Other entities Invoice and Payment Queries	Swiss Re Slovakia
------------------------------	---	---	--	-----------------------------------

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 main purchasing entities in these locations - Switzerland, United Kingdom, United States of America, Australia, Hong Kong, Slovakia, Luxembourg, Denmark, Germany, France, Italy, Spain, Mexico and South Africa.

For all other entities please follow instructions in this document.

We thank you in advance for your co-operation.

Invoice Instructions

For prompt payment, please ensure that all invoices contain:

- 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;
- Any order/contract references
- Your organizations' 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.

Please note:

- Any missing details may result in delays or invoices being returned to you for correction and resubmission.

Order & Invoicing standards for 'other' Swiss Re entities

Introduction	Other entities invoice Instructions	Other entities Invoice Delivery	Other entities Invoice and Payment Queries	Swiss Re Slovakia
------------------------------	---	---	--	-----------------------------------

Where to send and how to address your invoices

Please send all invoices to the local Swiss Re office that placed the order for goods/services or to the address advised with the order

Invoice and Payment Queries

Entity (Location)	EU and Asia	United Kingdom	United States
Invoice & Payment queries	Payables_EuropeAsia@SwissRe.com +421 2 5831 5790	UKAccounts_Payable@SwissRe.com +44 130 322 4460	US_APProcessing@swissre.com +1 913 676 5271