

**Purchase Order & Invoicing standards for
Swiss Reinsurance Company Ltd, India Branch Mumbai,
Swiss Re Global Business Solutions India Private Limited, Bangalore,
Swiss Re Global Business Solutions India Private Limited, Hyderabad**

<u>Introduction</u>	<u>Invoice Instructions</u>	<u>Invoice Delivery</u>	<u>Invoice and Payment Queries</u>
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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 Indian purchasing entities (Swiss Reinsurance Company Ltd, India Branch Mumbai, Swiss Re Global Business Solutions India Private Limited Bangalore and Swiss Re Global Business Solutions India Private Limited, Hyderabad). 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.

Swiss Re General Terms & Conditions (GTC) shall apply to all purchase orders and govern the business relationship between the Swiss Re Contracting Entity (Swiss Re) and provider of goods and services (Provider).

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Invoice Instructions

Send invoices via mail – the delivery address can be found on page 3.

Payment terms are applied from the date of accurate tax invoice

Our standard payment terms are Net 45 days

TDS (Tax Deduction at Source) will be charged as applicable

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) along with invoice number and date
- The name of the Swiss Re contact person in respect of the goods/services
- 'Tax invoice' should be the caption for GST invoices, 'Bill of Supply' should be the caption for composite suppliers.
- A clear description of the goods and/or the services purchased
- Billing in the currency stated in the Purchase Order
- Your organization's point of contact, current address and bank details (bank account number and SWIFT/BIC/IFSC code)
- Your GST number and Swiss Re GST number (Refer to Swiss Re's GST number (as stated in this document)
- Signature/Authorization is mandatory.
- HSN/SAC codes are mandatory as per the GST compliances.
- GST breakup should be correctly provided with rates (CGST/SGST or IGST)
- In case of advance payment/part payment of an invoice-proforma invoice to be provided (amount will be paid excluding GST) and once the event/service is rendered final tax invoice to be provided with entire value inclusive of taxes if applicable to post necessary adjustment entries in our books and release/receive balance payment
- 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.

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Where to send and how to address your invoices

Specific instructions are detailed on a legal entity level below.

Entity	Swiss Reinsurance Company Ltd, India Branch Mumbai	Swiss Re Global Business Solutions India Private Limited Bangalore
Entity address – to be stated on invoice	Swiss Reinsurance Company Ltd, India Branch FCRN FO6128 IRDAI Regn No. FRB002 A701, 7th Floor, "One BKC" Plot No. C-66 G Block Bandra Kurla Complex Mumbai – 400051, Maharashtra, INDIA	Swiss Re Global Business Solutions India Private Limited 2nd to 5th Floor, Fairwinds Building, Embassy Golf Links Business Park Challaghatta Village Varthur Hobli, Bangalore – 560071, Karnataka, INDIA
Purchase Order (PO) #	IN1-400XXXXX	IN2-400XXXXX
GST #	27AACCS2650M1Z5	29AAECS8786L1ZC
Invoice & Payment queries	<u>AP_APAC@swissre.com</u>	<u>AP_APAC@swissre.com</u>

NOTE: For Single invoice raised for services rendered/Goods supplied to both Swiss Re Bangalore and Hyderabad offices refer the Slide #5

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Where to send and how to address your invoices

Specific instructions are detailed on a legal entity level below.

Entity	Swiss Re Global Business Solutions India Private Limited, Hyderabad
Entity address – to be stated on invoice	Swiss Re Global Business Solutions India Private Limited 6th Floor, wing A and Wing B, Plot No 16, Sattva Knowledge Park, Knowledge City road, CII Center of Excellence for Innovation, Raidurgam, Hyderabad, Rangareddy, Telangana Hyderabad, Telangana – 500081, INDIA
Purchase Order (PO) #	IN3-400XXXX
GST #	36AAECS8786L1ZH
Invoice & Payment queries	<u>AP_APAC@swissre.com</u>

NOTE: For Single invoice raised for services rendered/Goods supplied to both Swiss Re Bangalore and Hyderabad offices refer the Slide #5

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Where to send and how to address your invoices

For **Single invoice** raised for services rendered/Goods supplied to **both Swiss Re Bangalore and Hyderabad** offices should be MANDATORILY use the below details.

Entity	Swiss Re Global Business Solutions India Private Limited
Entity address – to be stated on invoice	Swiss Re Global Business Solutions India Private Limited 2nd to 5th Floor, Fairwinds Building, Embassy Golf Links Business Park Challaghatta Village Varthur Hobli, Bangalore – 560071, Karnataka, INDIA
Purchase Order (PO) #	IN2-400XXXXX/ IN3-400XXXX
GST #	29AAECS8786L2ZB
Invoice & Payment queries	<u>AP_APAC@swissre.com</u>

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Invoice and Payment Queries

Entity	Swiss Reinsurance Company Ltd, India Branch Mumbai	Swiss Re Global Business Solutions India Private Limited Bangalore	Swiss Re Global Business Solutions India Private Limited, Hyderabad
Invoice & Payment queries	<u>AP_APAC@swissre.com</u>	<u>AP_APAC@swissre.com</u>	<u>AP_APAC@swissre.com</u>