

Guidelines for sending invoices

General Global Guidelines

- The invoice must state a valid PO number, [Correct Legal Entity](#) as per PO and your contact in Teva
- The tax authorization documents must be valid
- Payment terms will be taken from Vendor Master Data and not from the details as per invoice and calculated from the receipt date
- Only invoices should be sent to Teva and not export, proforma, commercial, shipping, down payment or customer invoices
- Invoices should only sent according to [local regulations](#)
- [For any additional inquiries](#) please relate to the contact re the relevant country.

Specific Guidelines per region

Israel

- All Israel Invoices are to be sent in Hardcopy only, Overseas Suppliers sending invoices to Israel must send via E mail according to the E mail address upon the PO form
- Invoice copy should be sent to the requestor for receiving the service/goods in the system.

India

- The invoice is an original tax invoice on white paper and includes all tax related information (CST, VAT registration no.) with appropriate breakup of multiple taxes, if applicable
- Recommended to have high quality print for scanning and OCR process, but hand written invoices are also accepted for Indian Teva vendors
- It is highly recommended to mention PAN and Service Tax Registration no. in case of all service invoices
- A copy may be submitted along with goods/services to respective plant / site
- VAT, CST, Service Tax breakup should be properly mentioned in the invoice

US & Latin America

- Invoices should be submitted electronically in PDF or XML formats only
- The PDF invoice format must have high quality print for scanning and OCR process and be only on white paper
- Submit one invoice per PDF format
- Hand written invoices will not be accepted
- Supporting documentation should sent to the Teva contact person to assist with the approval of the invoice, the subject line of the email should include: Vendor Company Name, Teva Purchase Order Number and Vendor Invoice Number

Europe

- Invoices should be submitted electronically from the vendors email server and include fiscal requirements as per country:
- Paper, PDF or XML formats only
- Hardcopy invoices or e-invoice only if pre-agreed with Finance
- The PDF invoice format must have high quality print for scanning and OCR process and be only on white paper
- Submit one invoice per PDF format
- Hand written invoices will not be accepted
- Check the VAT amount is right calculated by the vendor's ERP

TAPI Europe – (TAPI Italy / TAPI Netherlands / TAPI Hungary)

- The invoice is an original invoice & should incorporate all regulated details including VAT
- All documents should clearly mention whether it is an invoice or credit memo