

## **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.
- Suppliers' are kindly requested to upload Invoices via the Nipendo Portal, this enables viewing online the status of each invoice sent via this portal.  
If you are already connected to the Nipendo service kindly contact [sales@nipendo.com](mailto:sales@nipendo.com) - 09-8600501.  
In order to gain access to the Nipendo service please contact [Racheli.Chamami@teva.co.il](mailto:Racheli.Chamami@teva.co.il)  
Kindly note that registration can take up to a number of weeks, therefore we strongly advise to start this process immediately.

### **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