SANOFI ELECTRONIC INVOICING

GUIDELINES TO SUPPORT TIMELY PAYMENT OF SUPPLIER INVOICES

CONTENT

1. PURPOSE OF THIS DOCUMENT

One of the many reasons why Sanofi have moved to the Tungsten Network e-Invoicing platform is to improve on time payment. However Sanofi cannot make this improvement without the assistance from its suppliers. This guide has therefore been created to provide our suppliers some guidelines to ensure that

- Invoices successfully pass through the automated validation steps at Tungsten Network and reach Sanofi within minutes after you created them
- Invoices contain all information required for a fast processing and approval by Sanofi.

2. UNDERSTAND SANOFI'S REQUIREMENTS

2.1. HOW DO WE BUY FROM OUR SUPPLIERS?

In most of the cases when we buy services or goods, we send a Purchase Order (PO). All our Purchase Orders contain beside the specific information our suppliers require to fulfil the order (e.g. services or goods ordered, delivery location etc.) also a unique reference number (PO number) fitting the following characteristics:

Sanofi Country	Initial Characters	Number of characters (numeric or alphanumeric)
AT	45, E	10
BE	45, 47, AG, OG, E	10
CH	45, E	10
CZ	45, 47, AP, N, E	10
DE	45, E	10
DK	45, 47, E	10
ES	45, CJ, E	10
FI	45, 47, E	10
GB	45, AF, AH, 35, E	10
GR	45, E	10
HU	45, AC, AU, AV, 35, E	10
IE	45, AW, 35, E	10
	47, E	10
	0083, 0073, 0084	10
NL	45, 47, 35, E	10

NO	45, 47, E	10
PL	45, 35, E	10
PT	45, E	10
RO	45, 47, AB, E	10
SE	45, 47, E	10
SK	45, 47, E	10

Each of our entities uses 1 or 2 of the ranges above, therefore based on the first orders the supplier would be able to easily identify the PO number.

There are exceptional situations where no Purchase Order is issued, however for these cases the supplier should receive a 'Ticket Number' from the Sanofi employee who places the order. The Tickets Numbers enable Sanofi to retrieve information regarding the employee who released the order and further details required during the invoice processing. They can be identified as follows:
-   Always start with 11
-   Contain 8 numeric characters

Before creating the invoice we ask our suppliers to make sure they received either a PO or a Ticket number from their Sanofi contact person and to include this in the invoice data.

2.2. HOW DO WE PROCESS SUPPLIER INVOICES?

Tungsten Network runs a series of validation steps on each invoice submitted by our suppliers in order to ensure that all information required
-   from a legal and tax perspective in the respective jurisdiction
-   by Sanofi for a fast and efficient processing of the documents
is available.

The required fields are highlighted in the Tungsten Network web form (if you are using this for your invoice data input), however there are certain validation steps which can only be performed once you have submitted the invoice. Therefore please check the status of your invoices on a regular basis and resubmit the failed ones once you have corrected the information which caused the failure.

Once we receive your invoice, we will match it with the Purchase Order and Goods Receipt Note (GRN) or ask the Sanofi employee who released the order for a confirmation that the goods or services have been provided to a satisfactory standard. **When the invoice matches the PO and GRN or we receive the internal delivery confirmation, we will be able to release the invoice for payment.**

3. TIPS & TRICKS FOR A FAST INVOICE PROCESSING & PAYMENT

3.1. DON'T FORGET THE BANK DETAILS

If you'd like to make sure we pay the money exactly where you expect to receive them, let us know your bank details. If this information is not provided in your invoice data we will remit the money to your bank account set as default in our vendor master record. The following bank details should be provided in your invoice (as applicable) and so updated in your Tungsten account:

- Bank name
- IBAN
- Bank account number
- Sort Code
- Swift code/BIC

Should you require specific invoices to be paid to a different bank account than the one you are normally using, please make sure to update your profile in the Tungsten Portal by change the bank details before you create and submit the respective exceptional invoice. Please keep in mind that such a change may cause a delay in the invoice processing for the reasons described under 3.2.

For suppliers in the Nordic countries (Denmark, Sweden, Finland and Norway) we also require you to provide payment reference details so that we can correctly identify your account and avoid any delay in processing your payment.
If you are a Tungsten portal web form user then:
- For Bank Giro / Post Giro you can add these references in the "Payee Identifier" field:

SANOFI

Remit to: address information	Remit to: bank information

Bank name*

SPAREBANK 1 OSTFOLD AKERSHUS

Address*

KONGENS GATE 21 MOSS 1530

Sort code/BIC ❓

1080

Bank account number*

50044999

Account name*

1080

Swift code

RYGSNO21XXX

IBAN

NO0310803308638

Payee identifier reference ❓

[   ]

SAVE   CANCEL

- For FIK or KID you can add the additional payment reference when you create your invoice, see 'Payment Reference' field, which become visible when you expand the additional header fields:

Who you are invoicing

Name ❓
[Start typing to search] ➕

Tel

Email

Sanofi Spa - Test
V.le Bodio, 37/B
20158
MILANO
ITALY

Tax payer ID IT00832400154

☐ Click here if the 'Ship to' details are different from the Invoice to details. Please ensure you enter the correct 'Ship to' details to prevent invoice processing delays.

➖ Click here for additional header fields such as Delivery/GRN number, Cost centre etc

Bill of lading ❓

Delivery note number ❓

Payment reference

Account code ❓

Cost center ❓

Notes to your customer ❓

If you are using the Tungsten integrated solution then your Tungsten implementer will review this requirement with you during the set up process.

3.2. AVOID FREQUENT UPDATES OF YOUR COMPANY DETAILS

Every time you update your company name, VAT registration number, bank details and address in your Tungsten account and issue an invoice to us a master data update process is triggered in Sanofi. Depending on the type of update performed our responsible team may need to perform the applicable verifications and in some situations may even require you to provide additional documentation. Therefore please avoid adjusting your company details if the change only relates to the form in which it is captured like for example:

DON'T		
= late payment		
Field	**From**	**To**
Company name	XYZ Ltd.	XYZ Limited

City	Frankfurt / Main	Frankfurt am Main
Postal code	D-61462	61462

3.3. KNOW YOUR PURCHASE ORDER NUMBER OR TICKET NUMBER

Please make sure you receive a PO or Ticket number for every Sanofi order and you use it when invoicing us. Following the rules below will allow your invoice to pass through all validation and matching steps on a timely manner, will avoid rejections and reword and will enable us to pay you on time:

➢ **Purchase Order**

DON'T = late payment		DO = Timely payment	
AG00123954/10	PO line item number or any other information added to the PO number	AG00123954	PO line item number is provided the dedicated place in your date file or web form
4700000123458	more/less than 10 digits	4700000123	exactly 10 digits
5909876543	invalid initial characters for the respective Sanofi country	4509876543	valid initial characters
4700000123; 4509876543	more than 1 PO for 1 invoice	4700000123	1 PO per invoice
6000458923	contract or any other information instead of PO number	4509876543	valid PO number

➢ **Ticket**

DON'T = late payment		DO = Timely payment	
11000250/10	other information added to the Ticket number	11000250	no additional information is required

1100030023	more/less than 8 digits	11000300	exactly 8 digits
31098765	invalid initial characters	11098765	valid initial characters
11000300; 11098765	more than 1 Ticket for 1 invoice	11000300	1 Ticket per invoice
6000458923	contract or any other information instead of Ticket number	11000328	valid Ticket number

If you are using the Tungsten web form to create your invoices then you will need to add your PO number or Ticket number in the indicated field:

To learn how to avoid manual entry of the PO number please refer to section 3.5. of this document. Ticket numbers need to always be entered manually.

Please keep in mind that the validity of the PO and Ticket numbers can be verified by the system only once you have submitted the invoice. In case you have doubts regarding the correctness of your PO please review the PO information displayed in the section "My POs" of the portal (further information under: http://vimeopro.com/ob10/ob10-portal-tutorial-videos/video/40827914).
Should this not bring enough clarity regarding the PO number to use for your invoice or should your doubts be related to a Ticked number (Ticket information not displayed in the portal), please get in touch with your contact person within Sanofi before submitting the invoice.
In order to be sure that your invoice was received by Sanofi please check its status in the dedicated portal section (learn how to use this functionality by clicking on the following link: https://vimeopro.com/ob10/ob10-portal-tutorial-videos/video/130568961).

3.4. STATE PO LINE ITEM NUMBER ON EACH INVOICE LINE

A PO can have more than one line, numbered 10, 20, 30… etc. Matching your invoice line items to our PO line item and stating their numbers in your invoice data allows us to process your invoice much faster (in some cases even automatically on receipt).

3.5. USE PO CONVERT

Sanofi is interfacing on a daily basis all open POs into the Tungsten Network Portal. This enables you not only to view the POs, but also to make the invoice creation through the Tungsten web form easier. Therefore we are recommending to always use the 'PO convert' function that allows you to convert the PO into an invoice every time you want to create a PO based invoice. This will ensure that the invoice is populated with required information. You can watch a short video tutorial on how to use 'PO Convert' by clicking this link http://vimeopro.com/ob10/ob10-portal-tutorial-videos/video/40827914.

3.6. CHECK PURCHASE ORDER INFORMATION (UNIT OF MEASUREMENT & CURRENCY)

If the PO is issued in kilograms, use kilograms as unit of measurement for your invoice. Using a different unit of measure (e.g. tones instead of kilograms) will create unnecessary discrepancies and your invoice will have to be manually actioned and potentially approved before it can be released.
Please also make sure the currency of your invoice matches with the PO.

3.7. WHAT IF MY INVOICE WAS REJECTED BY TUNGSTEN?

The following tutorial shows you how to actions failed invoices: https://vimeopro.com/ob10/ob10-portal-tutorial-videos/video/132256263. It is important to make sure that your invoice is compliant with above instructions. If yes, please contact Tungsten Network support – contacts available at http://www.tungsten-network.com/uk/help-support/ or you can login to your Tungsten portal account and raise a support ticket (learn how to open a ticket under: https://vimeopro.com/ob10/ob10-portal-tutorial-videos/video/40828671).