

Syngenta Electronic Invoicing Requirements and Steps

1. Electronic invoicing guideline

These guidelines are applicable for invoice submission to Syngenta Processing Center.

1.1. Only the following formats may be used when submitting invoices as attachments to Syngenta via e-mail: PDF (Acrobat Reader 8 compliant)

1.2. The size of the invoice page layout must be A4 (21 x 29,7 cm) – not applicable for USA and Canada;

1.3. An invoice of multiple pages must be sent as a single document;

1.4. The invoice document should not be password-protected or include any macros; Signatures or logos should also be excluded from the e-mail.

1.5. The cover e-mail accompanying the invoice should be sent to the address contained in the attached table for the respective country and legal entity.

1.6. You can attach more than one document to the email, but each document must be no larger than 8mb and they must all be the same document type, ie all PO or all NON PO invoices;

1.7. The maximum size of the e-mail shall not be greater than 16 MB;

1.8. Any text in a cover e-mail accompanying an invoice will not be read;

1.9. Upon receipt of the invoice by Syngenta's invoice processing centre, the Supplier will automatically receive a confirmation of acceptance or rejection of the of that receipt by return e-mail. If you do not receive this confirmation the invoice is unlikely to be processed.

1.10. Syngenta's invoice processing centre will reject any e-mail/invoice that fails to meet any one of the requirements described above and the Supplier will be notified accordingly with the reason for rejection.

In case you are not able to comply with these requirements but would like to submit your invoice electronically, please contact our Finance Service Desk for information.

2. Requirements for Supplier invoices

All invoices issued to Syngenta must include the information below and in the following format:

1. Syngenta Company entity as per the Purchase Order.
2. Syngenta Purchase Order (PO) number clearly indicated in the header of the invoice as well as in all other correspondences.

3. First and last name of the requestor - this is the Syngenta representative who ordered the Products or Services upon which the invoice is based.

If submitted electronically, the Supplier agrees that no paper copy of the invoice is going to be issued to Syngenta in parallel. Syngenta reserves the right at any time to request a hard copy version of an electronic submitted invoice.

The Supplier is responsible to ensure that electronic invoicing is allowed by the respective local tax authorities.

Syngenta will return all invoices which do not include the required information to the Supplier for correction and resubmission. Supplier will also be notified of the invoice's rejection by fax or email.

Supplier can direct questions per e-mail regarding invoices to the contact provided on the Purchase Order.

Syngenta Crop Protection email addresses:

Belgium	apinvoice.becrop@syngentaprocessmail.com
Canada	apinvoice.cacrop@syngentaprocessmail.com
Germany	apinvoice.decrop@syngentaprocessmail.com
Great Britain	apinvoice.gbcrop@syngentaprocessmail.com
Japan	apinvoice.jpcrop@syngentaprocessmail.com
Netherlands	apinvoice.nlcrop@syngentaprocessmail.com
Singapore	apinvoice.sgcrop@syngentaprocessmail.com
Switzerland	apinvoice.chcrop@syngentaprocessmail.com
USA	apinvoice.uscrop@syngentaprocessmail.com

Syngenta Seeds email addresses:

Belgium	apinvoice.beseeds@syngentaprocessmail.com
Canada	apinvoice.caseeds@syngentaprocessmail.com
Germany	apinvoice.deseeds@syngentaprocessmail.com
Great Britain	apinvoice.gbseeds@syngentaprocessmail.com
Japan	apinvoice.jpseeds@syngentaprocessmail.com
Netherlands	apinvoice.nlseeds@syngentaprocessmail.com
Singapore	apinvoice.sgseeds@syngentaprocessmail.com
USA	apinvoice.usseeds@syngentaprocessmail.com

Floranova Limited email address:

Great Britain	apinvoiceGBseeds@syngentaprocessmail.com
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