

Syngenta Electronic Invoicing Requirements and Steps

These guidelines are applicable for invoice submission to country mailboxes.

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.

APAC

CP

Vietnam apinvoice.vncrop@syngentaprocessmail.com

Australia apinvoice.aucrop@syngentaprocessmail.com

New Zealand apinvoice.nzcrop@syngentaprocessmail.com

SE

Vietnam apinvoice.vnseeds@syngentaprocessmail.com

Australia apinvoice.auseeds@syngentaprocessmail.com

New Zealand apinvoice.nzseeds@syngentaprocessmail.com

India	Syngenta contact person indicated on your Syngenta PO
Malaysia	scanner_1.mysa@syngenta.com
Philippines	Syngenta contact person indicated on your Syngenta PO
Singapore	scanner_1.sgsg@syngenta.com
South Korea	Syn520@bill36524.com

EAME

Austria	apinvoice.atcrop@syngentaprocessmail.com
Czech Republic	invoicescz.processing@syngenta.com
Denmark	finance.nordic@syngenta.com
France	communication.scanning_syngenta@syngenta.com
Germany	Seeds: apinvoice.deseeds@syngentaprocessmail.com Crop: apinvoice.decrop@syngentaprocessmail.com
Hungary	sbs_hu.scanning@syngenta.com
Israel	Syngenta contact person indicated on your Syngenta PO
Italy	sbs_it.scanning@syngenta.com
Morocco	Syngenta contact person indicated on your Syngenta PO
Norway	finance.nordic@syngenta.com
Poland	poland.einvoices@syngenta.com
Portugal	iberia.scan@syngenta.com
Romania	Syngenta contact person indicated on your Syngenta PO
Russia	sbs_ap_eame_ru.krk@syngenta.com
Slovakia	invoicessk.processing@syngenta.com
South Africa	za.finance@syngenta.com
Spain	iberia.scan@syngenta.com
Sweden	finance.sweden@syngenta.com
Turkey	sbs_ap_eame.brtr@syngenta.com

LATAM

Argentina	argentina.facturas@syngenta.com
Brazil	nfe.syngenta@syngenta.com invoice.servico@syngenta.com
Chile	syngentaadmin_dte@paperless.cl
Colombia	colombia.recepcionfacturas@syngenta.com
Guatemala	CP: guatemala.recepcionfacturas@syngenta.com

	Flores: facturas.flowersgt@syngenta.com
Mexico	sbs_mx.centralreceptionpoint@syngenta.com
Panama	Panama.ScanCenter@SYNGENTA.COM
Paraguay	facturas.paraguay@syngenta.com
Peru	proveedores.peru@syngenta.com
Ecuador	proveedores.ecuador@syngenta.com
Honduras	panama.scancenter@syngenta.com
Nicaragua	panama.scancenter@syngenta.com
Costa Rica	panama.scancenter@syngenta.com
El Salvador	panama.scancenter@syngenta.com
Rep. Dominicana	panama.scancenter@syngenta.com
Venezuela	panama.scancenter@syngenta.com
Uruguay	facturas.uruguay@syngenta.com