



## **AZ Sweden (AZ AB) Invoicing Guidelines**

- All invoices should clearly state the PO number you received from AZ, and the currency of the invoice must be the same as that specified on the PO
- AstraZeneca operates a no PO no pay policy. As such if a valid PO is not quoted the invoice will be rejected and returned to the supplier asking them to resubmit quoting this information
- Invoices should only reference one PO number. Where multiple PO numbers are mentioned on one invoice, the invoice will be rejected
- The company entity you invoice from must match the entity the PO was sent to. If they do not, you will need a replacement PO raised to the correct entity
- Each invoice should clearly state a unique invoice number and the invoice date
- The invoice should be addressed to AZAB, using the Bill To address below (note that invoices sent by post should include the below Bill To address, but should actually be posted to a different address, see "Invoice Submission Methods" later in this document).

### **Bill To Address (all invoices must include this):**

AstraZeneca AB  
Accounts Payable  
151 85 Södertälje  
Sweden

- Credit notes should clearly reference the invoice number they relate to, where appropriate
- Where VAT is claimed, the relevant VAT registration number must be mentioned on the invoice
- Where VAT is claimed and the invoice is in any currency other than SEK, the exchange rate used or the SEK equivalent of the VAT portion must be specified on the invoice
- Any queries or requests on invoice payment dates, status etc. should be addressed to the Finance Direct Helpdesk (contact details at the bottom of the page)

## **Invoice Submission Methods**

### **1) Coupa Electronic Invoicing Options**

- **Coupa Supplier Portal (CSP):** Suppliers receive from AZ an email invitation to register on the CSP Portal (each supplier requires an individual CSP invitation). Suppliers can log in to the Portal to view POs and create and send invoices electronically.
- **Supplier Actionable Notification (SAN):** Suppliers can act directly from their email inbox, receive purchase orders, and create invoices without registering or logging in to the Coupa Supplier Portal.
- **cXML:** Tighter integration with Coupa allows suppliers to send cXML invoices directly to Coupa. This is suitable for suppliers with a high volume of purchase orders or who automate their invoicing. Note suppliers will need the technical capability to support cXML invoices.
- Suppliers who are setup on the Coupa Supplier Portal, and use SAN or CXML invoicing option, should submit their invoices through the chosen channel only once. Once submitted via an electronic channel, please do not submit it again by any other means (e.g., emailing copies) unless requested. Issues or questions on the use of the Coupa electronic invoicing options should be addressed to [GBCSSupplierEnablement@astrazeneca.com](mailto:GBCSSupplierEnablement@astrazeneca.com)



## 2) Hard Copy Invoices (by post)

- Hard copy invoices should be sent to the below address (note that the Bill To Address printed on the invoice must still be the address listed in the above section):

Astrazeneca AB  
Box 1600 – Sweden  
11 Caxton Hill  
Hertford  
SG13 7NE  
United Kingdom

## 3) Soft Copy Invoices (electronic / emailed)

- Electronic (emailed) copies should be sent to [gtfinvoicescanningsweden1@astrazeneca.com](mailto:gtfinvoicescanningsweden1@astrazeneca.com) taking note of the following points:
  - o Invoices should be sent as attachments in a non-editable format, i.e. PDF, TIF or JPEG
  - o Each invoice should be provided on a separate attachment (e.g. one pdf per invoice). One e-mail can include multiple invoices, but each invoice must be attached separately.
  - o TheGTFinvoicescanningsweden1 mailbox is not monitored (attachments are auto-loaded into the AZ invoice system.) Any notes or requests contained within the body of the email (including PO number and/or AZ contact name) will not be received.

## Questions / Support

- Specific invoice questions/ requests should be addressed to the Finance Direct Helpdesk:  
**FinanceDirect.Sweden@astrazeneca.com / +46 8 553 29400 / Mon – Fri 8am – 5**