

## GENERAL PURCHASING TERMS OF SANOFI-AVENTIS GREECE

1. In case of delivery difficulties you should contact and inform the requestor / contact person mentioned on the Purchase Order.
2. The approval and acceptance of delivery must be formalized by official company stamp and signature of the recipient on the delivery note. If not, the invoice will not be processed for payment. In the cases of 3<sup>rd</sup> party delivery (e.g. courier), the voucher with the name & signature of the recipient must be attached.
3. Suppliers should send the invoices in one of the following ways:
  - a) Please be aware that Sanofi will prioritize e-invoices (with attached supporting documents) submitted through the Tungsten Network portal. This means e-invoices will be processed ahead of paper or PDF invoices.

Tungsten Network Vendor Portal – electronic upload of the invoice on

<http://www.tungsten-network.com/sanofi>

- b) The invoice together with all supporting documentation can be emailed upon issuance, to

[SanofiGR.Urgentinvoice@recall.com](mailto:SanofiGR.Urgentinvoice@recall.com) & [ap.Greece@sanofi.com](mailto:ap.Greece@sanofi.com)

For a timely processing and payment of the invoice, purchase order number should be placed on the invoice

- File format must be only PDF non-editable format (with the 2 txt files or electronic signature) in order for us to be able to accept the invoice for processing and approval. Any other file format will be rejected.
  - The email size: maximum 5MB. Email exceeding maximum size will cause automatic rejection of the email.
  - Per email only one invoice with all corresponding supporting documentation (in a unique pdf file).
  - Invoices and supporting documentation sent in two different pdf files will not be accepted.
- c) Exceptionally and if (a) and (b) are not possible, the invoice together with all supporting documents should be mailed upon issuance to:

**Sanofi - Aventis A.E.B.E.**  
**PO Box 221154**  
**04131 Leipzig Germany**

The invoice must mention the No and date of relevant purchase order. In case of goods deliveries, all delivery details of the recipient should be pre-printed on the delivery note. In the case of delivery through a 3<sup>rd</sup> party, the respective voucher, duly signed by the recipient must be attached.

**Attention: Do not in any case send invoices in multiple ways.**

4. If the PO number is not clearly stated in the invoice, Sanofi Aventis retains the right not to pay the invoice within the agreed payment terms.
5. The payment is to be done within the pre-agreed payment period from the invoice date by bank transfer with the prerequisite that all required documentation is sent in time to our Accounting Department.
6. Delivery delays give us the right to cancel a purchase order or to apply Penalties if such mentioned in our purchase order, or contract.
7. All drawings or samples delivered to the suppliers should be sent back to Sanofi-Aventis A.E.B.E. when order is realized.
8. **Payment:** Official payment terms are 60 days after invoice issue date; payments are performed once per week (on Thursday). If exceptionally for a certain case standard payment terms change, such change will be referred on the Purchase Order and/or contractual agreement.