

Gensenta İlaç Sanayi ve Ticaret A.Ş. Invoice

To reduce the chances that there are delays in the processing or payment of invoices for amounts payable by Gensenta İlaç Sanayi ve Ticaret A.Ş., please follow the invoice requirements below.

INVOICE REQUIREMENTS

The following information is **required** on each invoice submitted for payment:

- Supplier's legal name and remittance address
- Correct Gensenta İlaç Sanayi ve Ticaret A.Ş. legal entity and address in the "Bill To"
- Unique Invoice number and Invoice date
- A valid Gensenta İlaç Sanayi ve Ticaret A.Ş. Purchase Order (PO) number or a Gensenta İlaç Sanayi ve Ticaret A.Ş. requester email address
- Purchase Order (PO) Line-item Number for items billed must be included on the actual invoice
Example: If your purchase order has 5 lines of which you invoice Gensenta İlaç Sanayi ve Ticaret A.Ş. for lines 2 and 3 only, your invoice must reference PO line number 2 and number 3.
- Detailed description of goods purchased (including quantity, unit price, and unit of measure) and / or services rendered
- Supplier's bank details

The following information must be included on the invoice, **if applicable**.

- Applicable taxes, based on ship-to location
- VAT number of suppliers
- Gensenta İlaç Sanayi ve Ticaret A.Ş. VAT number 624 004 6857 (only in case of intra-community supply or reverse charge)
 - a. Delivery of goods from an EU country to an Gensenta İlaç Sanayi ve Ticaret A.Ş. entity in another EU country
 - b. Delivery of services from any European supplier to an EU Gensenta İlaç Sanayi ve Ticaret A.Ş. entity
- VAT rate + taxable amount
- Total VAT amount
- Reference to VAT exemption or reverse charge mechanism (only if applicable)
- Location of service and/or destination of product
- Shipping, handling, and freight (if incurred outside Gensenta İlaç Sanayi ve Ticaret A.Ş. standard shipping terms)
- Consultants/contractors/service invoices must include:
 - Proof-of-service (e.g., timesheet with contractor's Gensenta İlaç Sanayi ve Ticaret A.Ş. ID number, if applicable) signed by authorized Gensenta İlaç Sanayi ve Ticaret A.Ş. personnel
 - Project name, if applicable, and Gensenta İlaç Sanayi ve Ticaret A.Ş. project manager's name
 - Itemization of reimbursable expenses listed separately from project/labor fees and including third-party receipts to support expense
 - Any other supporting documents as requested

Do not submit an invoice until after services have been rendered.

Gensenta İlaç Sanayi ve Ticaret A.Ş. does not pay late fees or finance charges, unless stated on original contract or PO.

If any of the above referenced invoice requirements are missing, it can delay the processing of your invoice. In some cases, we may not be able to process your invoice and it will be sent back to you. A corrected invoice will be required.

Please review the acceptable invoice submission methods on the following page.

Gensenta İlaç Sanayi ve Ticaret A.Ş. Invoice

Gensenta İlaç Sanayi ve Ticaret A.Ş. suppliers may submit invoices via one of three methods in order to be processed. Please do **NOT** submit via multiple methods as doing so will result in duplication of invoices and delay the processing of invoices.

ACCEPTABLE INVOICE SUBMISSION METHODS FOR DOMESTIC SUPPLIERS

1. E-Invoicing through Vision Plus

Gensenta İlaç Sanayi ve Ticaret A.Ş.'s preferred method is to receive invoices electronically via Vision Plus, our E-Invoicing partner. With this option, no paper invoice should be created nor mailed

2. Paper Invoices

Commercial domestic suppliers not submitting via E-Invoicing must send their paper invoices to the appropriate "Delivery" address below with the **legally mandatory Gensenta İlaç Sanayi ve Ticaret A.Ş. "Bill To" address** on the invoice. See below for address details.

3. E-Archive Invoices

Domestic suppliers that are not on the E-Invoicing system should use e-archiving system according to local rules and thresholds. These invoices should be submitted to following email address.
GpMuhasebe gpmuhasebe@gensenta.com.tr

ACCEPTABLE INVOICE SUBMISSION METHODS FOR FOREIGN SUPPLIERS

1. Portable Data Format (PDF) Invoices

PDF invoices should be emailed to the Gensenta İlaç Sanayi ve Ticaret A.Ş. operations contact who provided the PO to the supplier

- Only PDF format is accepted for invoices submitted in digital form.
- If a PDF invoice is sent, do not send a paper copy.
- Each invoice, including any attachments, should be scanned, and sent as one PDF file.
- One email can contain multiple PDF files, but the total email size cannot exceed 10MB.

Note: Goods that are shipped from a foreign company must have the original invoice and/or shipping details accompanying the shipment for customs inspection.

2. Paper Invoices

Commercial foreign suppliers not submitting via E-Invoicing must send their paper invoices to the appropriate "Delivery" address below with the **legally mandatory Gensenta İlaç Sanayi ve Ticaret A.Ş. "Bill To" address** on the invoice.

Bill To:

Gensenta İlaç Sanayi ve
Ticaret A.Ş. Meltem Sokak
No:10 İş Kule 2 Kat 24 Levent
Beşiktaş İstanbul Turkey

Delivery - YENIBOSNA

Merkez Mah. Sanayi Cad. 13
34196 Yenibosna - Bahçelievler
ISTANBUL - TURKEY

Delivery - SEKERPINAR

Cumhuriyet Mah. İsmet İnönü Cad.
12. Sok. No: 30
41480 Şekerpınar-
Çayırova/Kocaeli ISTANBUL -
TURKEY

QUESTIONS

For invoice status inquiries, questions about our invoice process or purchase order inquiries, please contact your Gensenta İlaç Sanayi ve Ticaret A.Ş. representative.