

Mustafa Nevzat İlaç Sanayii A.Ş. Invoice Guidelines

To reduce the chances that there are delays in the processing or payment of invoices for amounts payable by Mustafa Nevzat İlaç Sanayii 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 Mustafa Nevzat İlaç Sanayii A.Ş. legal entity and address in the "Bill To"
- Unique Invoice number and Invoice date
- A valid Mustafa Nevzat İlaç Sanayii A.Ş. Purchase Order (PO) number or a Mustafa Nevzat İlaç Sanayii 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 Mustafa Nevzat İlaç Sanayii 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 supplier
- Mustafa Nevzat İlaç Sanayii 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 Mustafa Nevzat İlaç Sanayii A.Ş. entity in another EU country
 - b. Delivery of services from any European supplier to an EU Mustafa Nevzat İlaç Sanayii 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 Mustafa Nevzat İlaç Sanayii A.Ş. standard shipping terms)
- Consultants/contractors/service invoices must include:
 - Proof-of-service (e.g., timesheet with contractor's Mustafa Nevzat İlaç Sanayii A.Ş. ID number, if applicable) signed by authorized Mustafa Nevzat İlaç Sanayii A.Ş. personnel
 - Project name, if applicable, and Mustafa Nevzat İlaç Sanayii 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.

Mustafa Nevzat İlaç Sanayii 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.

Mustafa Nevzat İlaç Sanayii A.Ş. Invoice Guidelines

Mustafa Nevzat İlaç Sanayii 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

Mustafa Nevzat İlaç Sanayii 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 Mustafa Nevzat İlaç Sanayii A.Ş "Bill To" address** on the invoice. See below for address details.

ACCEPTABLE INVOICE SUBMISSION METHODS FOR FOREIGN SUPPLIERS

1. Portable Data Format (PDF) Invoices

PDF invoices should be emailed to the Mustafa Nevzat İlaç Sanayii 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 Mustafa Nevzat İlaç Sanayii A.Ş "Bill To" address** on the invoice.

Bill To:

Mustafa Nevzat İlaç Sanayii A.Ş
Engin Pak Is Merkezi Prof. Dr.
Bülent Tarcan Cad.. No 5/1
34349 Gayrettepe
ISTANBUL – TURKEY

Delivery – YENIBOSNA

Merkez Mah. Sanayi Cad. 13
34196 Yenibosna - Bahcelievler
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 Mustafa Nevzat İlaç Sanayii A.Ş. representative.