

## Syngenta 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. 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.

**Postal addresses for hard copy invoice submission:**

<b>APAC</b>		
<b>Australia</b>	<b>Crop Protection / Seeds</b>	No hard copy invoices
<b>China</b>	<b>Crop Protection / Seeds</b>	应付账款组 邵苗 (收) 先正达 (苏州) 作物保护有限公司 黄浦江中路255号 江苏省昆山开发区
<b>India</b>	<b>Crop Protection / Seeds</b>	Syngenta India Limited , Invoice Processing Cell, Amar Paradigm , S No 110/11/3,Baner Road , Baner , Pune 411045, Maharashtra India
<b>Indonesia</b>	<b>Crop Protection / Seeds</b>	PT. Syngenta Indonesia Gedung CIBIS Nine Lt. 6 Unit C – G Jl. TB. Simatupang No. 2, RT 001 RW 005 Cilandak Timur, Pasar Minggu Jakarta Selatan 12560, Indonesia
<b>Japan</b>	<b>Crop Protection / Seeds</b>	No hard copy invoices
<b>Malaysia</b>	<b>Crop Protection / Seeds</b>	Finance & Accounts Department (Invoice Processing) MR1-02-02, Sri Acappella Commercial Annex,No.1, Jalan Lompat Tinggi 13/33, Section 13, 40100 Shah Alam, Malaysia
<b>New Zealand</b>	<b>Crop Protection / Seeds</b>	No hard copy invoices
<b>Philippines</b>	<b>Crop Protection / Seeds</b>	Syngenta Philippines, Inc. 12/F, Two World Square, 22 Upper McKinley Road,McKinley Town Center, Fort Bonifacio, Taguig City 1630
<b>Singapore</b>	<b>Crop Protection / Seeds</b>	No hard copy invoices
<b>South Korea</b>	<b>Crop Protection / Seeds</b>	No hard copy invoices
<b>Taiwan</b>	<b>Crop Protection</b>	Syngenta Taiwan Ltd. 14F,No.70,Sec.1,Cheng Der Road Taipei 103,Taipei,Taiwan R.O.C

<b>Thailand</b>	<b>Crop Protection / Seeds</b>	Syngenta Crop Protection Limited, 25th Floor, Tower A CW Tower,90 Ratchadapisek ,Huai Khwang Sub- District,Huai Khwang District Bangkok 10310
<b>Vietnam</b>	<b>Crop Protection / Seeds</b>	No hard copy invoices

<b>EAME</b>		
<b>Austria</b>	<b>Crop Protection</b>	Syngenta Agro GmbH Anton-Baumgartner-Straße 125/2/3/1 1230 Wien
<b>Belgium</b>	<b>Crop Protection / Seeds</b>	Syngenta Crop Protection N.V. Louizalaan 489 1050 Brussel Belgium  Devgen N.V. (Crop) Technologiepark 30 9052 Zwijnaarde-Gent Belgium  Syngenta Chemicals B.V. Rue de Tyberchamps 37 7180 Seneffe Belgium
<b>Belgium</b>	<b>Seeds</b>	Syngenta Seeds N.V. Lange Ambachtstraat, 16A B-9860 Oosterzele Belgium
<b>Czech Republic</b>	<b>Crop Protection</b>	Syngenta Czech s.r.o. Coral Office Park Nové Butovice Budova D Bucharova 1314/8 158 00 Praha 5 - Stodůlky
<b>Denmark</b>	<b>Crop Protection / Seeds</b>	Syngenta Nordics A/S Strandlodsvej 44 DK – 2300 København S
<b>France</b>	<b>Crop Protection / Seeds</b>	Syngenta France SAS « Centre de traitement de documents comptables » 1228 chemin de l’Hobit 31790 SAINT-SAUVEUR
<b>France</b>	<b>Crop Protection</b>	Syngenta Production France SAS « Centre de traitement de documents comptables » 1228 chemin de l’Hobit 31790 SAINT-SAUVEUR
<b>Germany</b>	<b>Crop Protection</b>	Syngenta Agro GmbH Zentraler Rechnungseingang Postfach 13 67 63463 Maintal
<b>Germany</b>	<b>Seeds</b>	Syngenta Seeds GmbH Zentraler Rechnungseingang Postfach 13 67 63463 Maintal
<b>Hungary</b>	<b>Crop Protection / Seeds/ Services</b>	Syngenta Magyarország Kft. / Syngenta Services Kft. Központi Számlafeldolgozás 1117 Budapest Alíz u. 2.

<b>Israel</b>	<b>Seeds</b>	Zeraim Gedera Kibbutz Revadim Revadim 79820 Israel
<b>Italy</b>	<b>Crop Protection / Seeds</b>	Syngenta Italia S.p.A. / SOCIETA' PRODUTTORI SEMENTI S.P.A Via Gallarate, 139 20151 Milano
<b>Morocco</b>	<b>Crop Protection / Seeds</b>	Syngenta Semences S.A BP 468 80000 Agadir MAROC
<b>Netherlands</b>	<b>Crop Protection</b>	Syngenta Crop Protection B.V. Postbus 512 4600 AM Bergen op Zoom The Netherlands
<b>Netherlands</b>	<b>Seeds</b>	Syngenta Crop Seeds B.V. Westeinde 62 Enkhuizen 1601 BK The Netherlands
<b>Norway</b>	<b>Crop Protection</b>	Syngenta Nordics Strandlodsvej 44 DK – 2300 København S
<b>Poland</b>	<b>Crop Protection</b>	Syngenta Polska Sp.z.o.o ul. Szamocka 8 01-748 Warszawa Poland
<b>Portugal</b>	<b>Crop Protection</b>	Syngenta Crop Protection LDA SOLUÇÕES PARA A AGRICULTURA, LDA, Avenida D. João II Edifício Adamastor Torre B, nº 9-I, 13º piso 1990-079 Lisboa Portugal
<b>Romania</b>	<b>Crop Protection / Seeds</b>	Syngenta Agro SRL Victoria Park, Building 3, 4th floor 73-81 București-Ploiești Road District 1, Bucharest RO-013685
<b>Russia</b>	<b>Crop Protection / Seeds</b>	Syngenta Russi LLC Letnikovskaya Str. 2 Bldg. 3 Russia 115114 Moscow  RU: ООО «Сингента» ИНН 7705255201 КПП 774850001 Ул. Летниковская д. 2, стр. 3. Москва 115114, РФ

<b>Slovakia</b>	<b>Crop Protection</b>	Syngenta Slovakia s.r.o. Prievozská 4/D 821 09 Bratislava Slovensko
<b>South Africa</b>	<b>Crop Protection</b>	Syngenta South Africa (Pty) Ltd Thornhill Office Park Building 10, 94 Bekker Rd Vorna Valley, Midrand  Syngenta South Africa (Pty) Ltd Krokodilsdrift Avenue 0250 BRITS  Syngenta South Africa (Pty) Ltd Verkeerstraat Erf 1292 Lutzville
<b>Spain</b>	<b>Crop Protection / Seeds</b>	Syngenta España S.A. c/ Ribera del Loira 8-10, 3ª PLANTA 28042- Madrid
<b>Sweden</b>	<b>Seeds</b>	Syngenta Winter Oilseed AB Box 13 230 53 Alnarp
<b>Switzerland</b>	<b>Crop Protection</b>	Syngenta Entity per PO Central Invoice Entry P.O. Box CH-4002 Basel Switzerland
<b>Turkey</b>	<b>Crop Protection / Seeds</b>	SYNGENTA TARIM SANAYİ ve TİCARET A.Ş. Bayraklı Tower Mansuroğlu Mah. Ankara Cad. No:81 K:17 35030 Bayraklı-İZMİR
<b>United Kingdom</b>	<b>Crop Protection / Seeds / Floranova Limited</b>	Syngenta Ltd PO Box 115 Innovation House Coniston Court Blyth NE24 9EG  Syngenta UK Ltd PO Box 114 Innovation House Coniston Court Blyth NE24 9EF  Floranova Limited Coniston Court PO Box 135 BLYTH NE24 9FG

<b>LATAM</b>		
<b>Argentina</b>	Crop Protection / Seeds	Syngenta entity per PO Amancio Alcorta 2482. CABA. Argentina
<b>Brazil</b>	Crop Protection / Seeds	
<b>Chile</b>	Crop Protection	No hard copy invoices
<b>Colombia</b>	Crop Protection / Seeds	Syngenta Entity per PO Carrera 7ma No 116-50 Wework edificio Flor Morado oficina 04 121
<b>Guatemala</b>	Crop Protection / Seeds	Syngenta Entity per PO Kilometro 28.5 Carretera Pacifico, Canton Ingenio, Amatitlan Guatemala & For CROP a 5a. Avenida 5-55 Zona 14 Edificio Europlaza, Torre 3, Nivel 8. Guatemala
<b>Mexico</b>	Seeds	No hard copy invoices
<b>Panama</b>	Crop Protection	Syngenta Entity per PO Ave. La Rotonda, Edificio Torre V, Piso 12. Business Park, Costa del Este. Panamá. República de Panamá.
<b>Panama Branches - Costa Rica, Ecuador, Venezuela</b>	Crop Protection	Syngenta contact / contact person indicated on your Syngenta PO
<b>Paraguay</b>	Crop Protection	Syngenta Paraguay S.A. Edificio Mariscal Center - Piso 7 Mariscal López 3811 casi Dr. Morra Piso 7 Asunción, Paraguay
<b>Uruguay</b>	Crop Protection	Syngenta Agro Uruguay SA Av. Luis Alberto de Herrera 1248 WTC Tower III, 5th. Fl Zip Code 11300 Montevideo Uruguay

