

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:

APAC		
Australia	Crop Protection / Seeds	No hard copy invoices
China	Crop Protection / Seeds	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
India	Crop Protection / Seeds	Syngenta India Limited , Invoice Processing Cell, Amar Paradigm , S No 110/11/3,Baner Road , Baner , Pune 411045, Maharashtra India
Indonesia	Crop Protection / Seeds	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
Japan	Crop Protection / Seeds	No hard copy invoices
Malaysia	Crop Protection / Seeds	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
New Zealand	Crop Protection / Seeds	No hard copy invoices
Philippines	Crop Protection / Seeds	Syngenta Philippines, Inc. 12/F, Two World Square, 22 Upper McKinley Road,McKinley Town Center, Fort Bonifacio, Taguig City 1630
Singapore	Crop Protection / Seeds	No hard copy invoices
South Korea	Crop Protection / Seeds	No hard copy invoices
Taiwan	Crop Protection	Syngenta Taiwan Ltd. 14F,No.70,Sec.1,Cheng Der Road Taipei 103,Taipei,Taiwan R.O.C

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

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

Israel	Seeds	Zeraim Gedera Kibbutz Revadim Revadim 79820 Israel
Italy	Crop Protection / Seeds	Syngenta Italia S.p.A. / SOCIETA' PRODUTTORI SEMENTI S.P.A Via Gallarate, 139 20151 Milano
Morocco	Crop Protection / Seeds	Syngenta Semences S.A BP 468 80000 Agadir MAROC
Netherlands	Crop Protection	Syngenta Crop Protection B.V. Postbus 512 4600 AM Bergen op Zoom The Netherlands
Netherlands	Seeds	Syngenta Crop Seeds B.V. Westeinde 62 Enkhuizen 1601 BK The Netherlands
Norway	Crop Protection	Syngenta Nordics Strandlodsvej 44 DK – 2300 København S
Poland	Crop Protection	Syngenta Polska Sp.z.o.o ul. Szamocka 8 01-748 Warszawa Poland
Portugal	Crop Protection	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
Romania	Crop Protection / Seeds	Syngenta Agro SRL Victoria Park, Building 3, 4th floor 73-81 București-Ploiești Road District 1, Bucharest RO-013685
Russia	Crop Protection / Seeds	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

Slovakia	Crop Protection	Syngenta Slovakia s.r.o. Prievozká 4/D 821 09 Bratislava Slovensko
South Africa	Crop Protection	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
Spain	Crop Protection / Seeds	Syngenta España S.A. c/ Ribera del Loira 8-10, 3ª PLANTA 28042- Madrid
Sweden	Seeds	Syngenta Winter Oilseed AB Box 13 230 53 Alnarp
Switzerland	Crop Protection	Syngenta Entity per PO Central Invoice Entry P.O. Box CH-4002 Basel Switzerland
Turkey	Crop Protection / Seeds	SYNGENTA TARIM SANAYİ ve TİCARET A.Ş. Bayraklı Tower Mansuroğlu Mah. Ankara Cad. No:81 K:17 35030 Bayraklı-İZMİR
United Kingdom	Crop Protection / Seeds / Floranova Limited	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

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

NA		
Canada	Seeds	Syngenta Canada Inc. PO Box 18847, Greensboro NC 27419
Canada	Crop Protection	Syngenta Canada Inc. PO Box 18847, Greensboro NC 27419
United States	Seeds	Syngenta Entity per PO (Syngenta Seeds, LLC / Syngenta Flowers, Inc.) PO Box 18847, Greensboro NC 27419
United States	Crop Protection	Syngenta Entity per PO (Syngenta Corporation /Syngenta Crop Protection, LLC/GB Biosciences, LLC) PO Box 18847, Greensboro NC 27419