

## TERMS AND CONDITIONS OF PURCHASE ORDER

1. Please acknowledge the receipt of this purchase order in the coming 5 days
2. Any service delivery or any supply of goods shall be made on the basis of a signed purchase order or contract.
3. At the moment of good or service receipt, a Good Receipt Slip must be presented and signed by the requester.
4. The invoice should absolutely include a reference to its related Purchase Order Number
5. The invoice with the original of the good delivery and a copy of the purchase order is sent to the Accounting and Reporting Department.
6. Please note that any invoice not fulfilling these requirements will be rejected by the Accounting and Reporting Department.
7. Please send 3 originals invoices.
8. For all queries relating to any Accounts payable matters, kindly raise your query to:  
payables.ma@novartis.com

### **Novartis Code of Conduct:**

We give priority to business partners, suppliers and contractors who meet our Third Party Code of Conduct and share our social and environmental values. We strongly support your efforts to promote these values through your business activities. We are convinced that this will have a positive impact, not only on business growth and development, but also on the local community and the environment.

More specifically, our Third Party Suppliers should meet our expectations in the areas of:

1. Ethics
2. Labor
3. Health & Safety
4. Environment
5. Management Systems

Additional details on this regard can be found in the Novartis Third Party Code of Conduct. This document is available via the internet [www.novartis.com/supplier](http://www.novartis.com/supplier)