



Takeda Supplier Questionnaire in Apex Portal



Step by step guide

Private and confidential. For internal use only.

Better Health, Brighter Future

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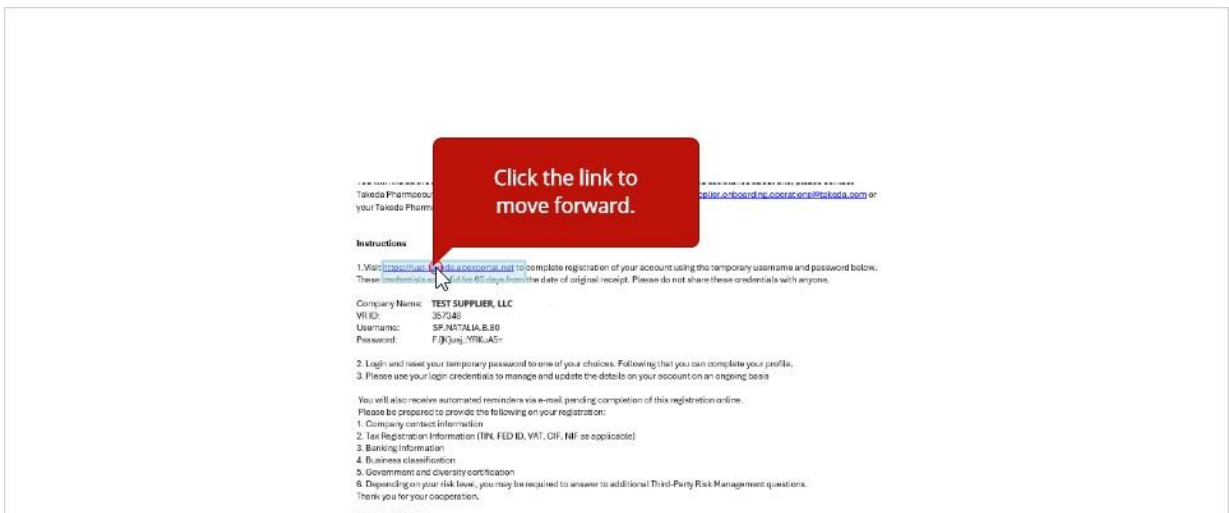
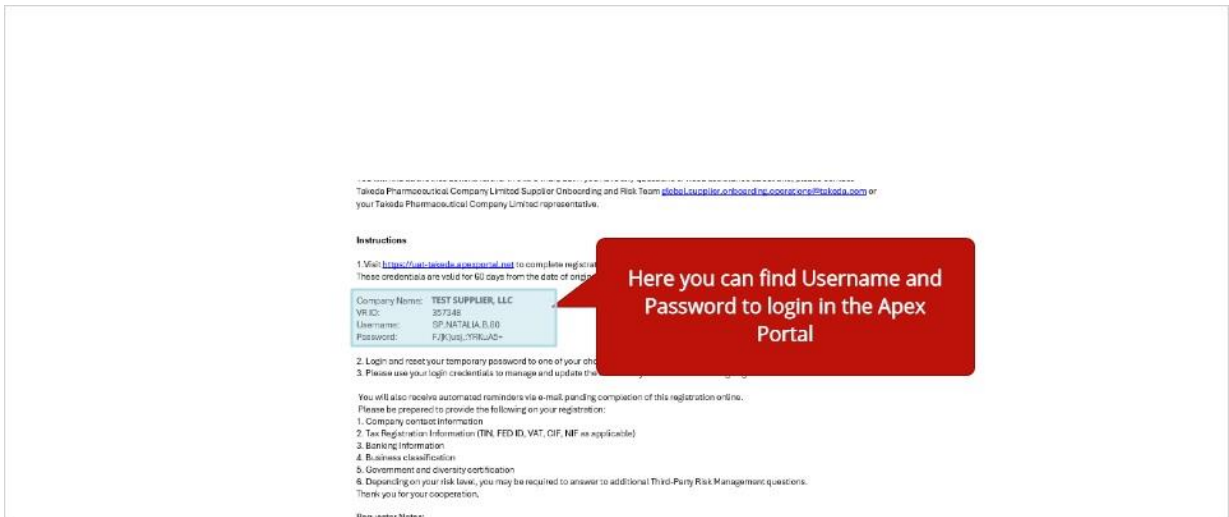
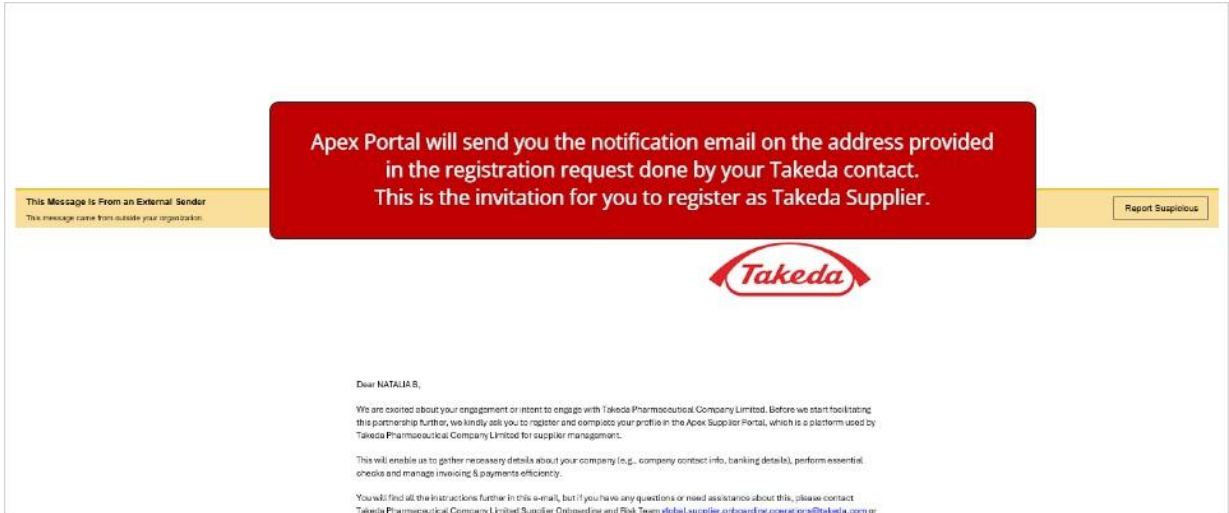
How to start?



Invitation email



Email notification you receive



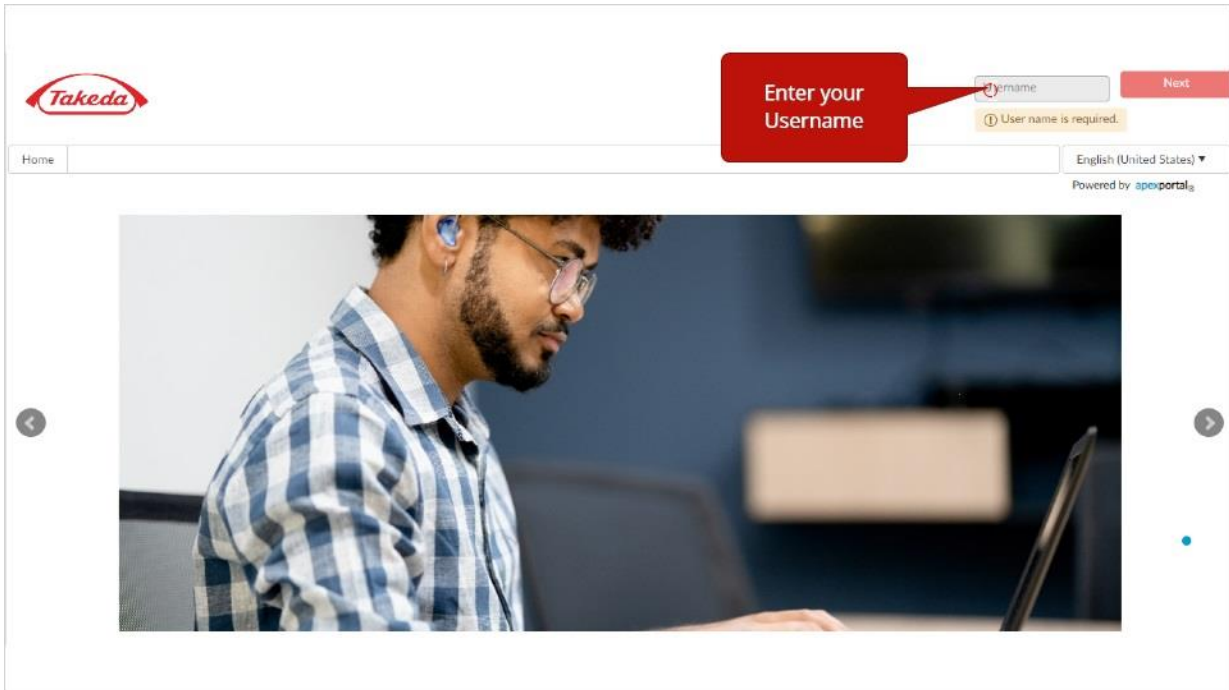
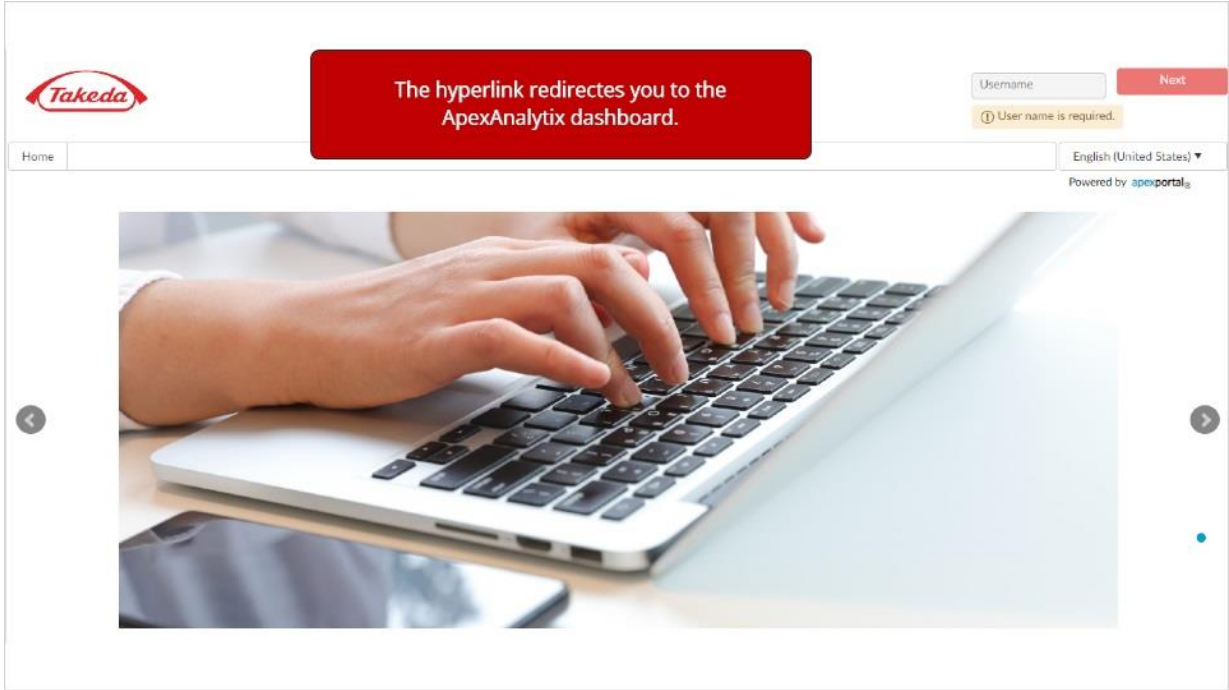
How to login?



First time login



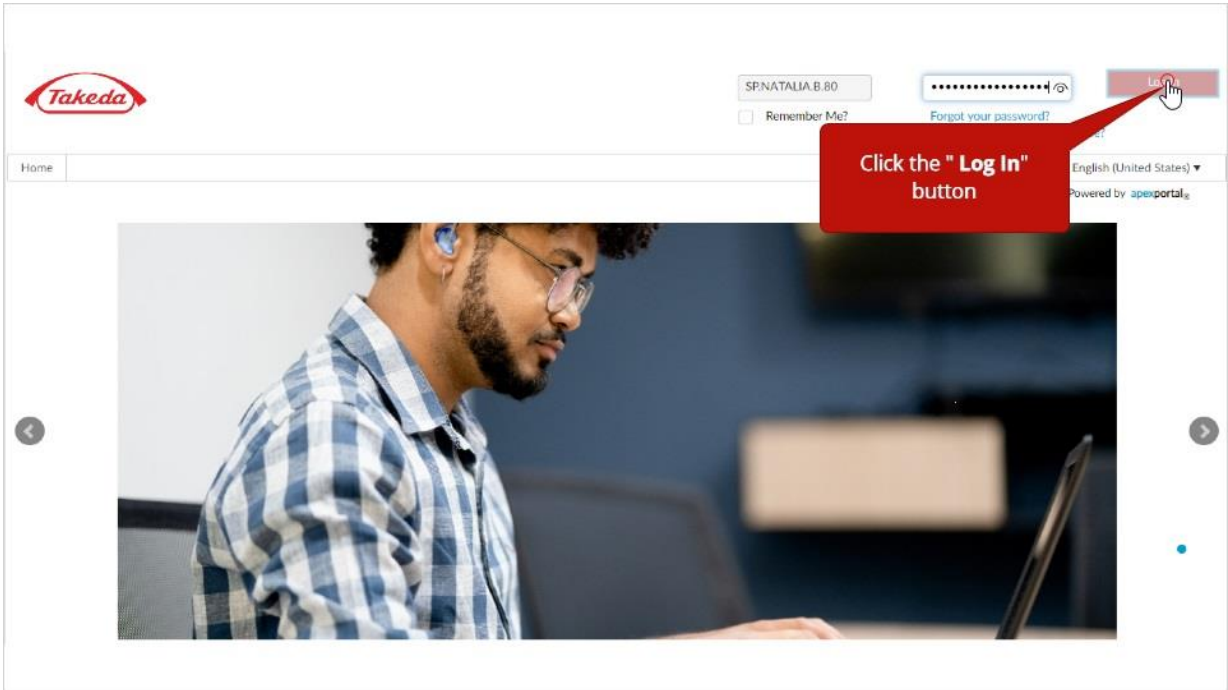
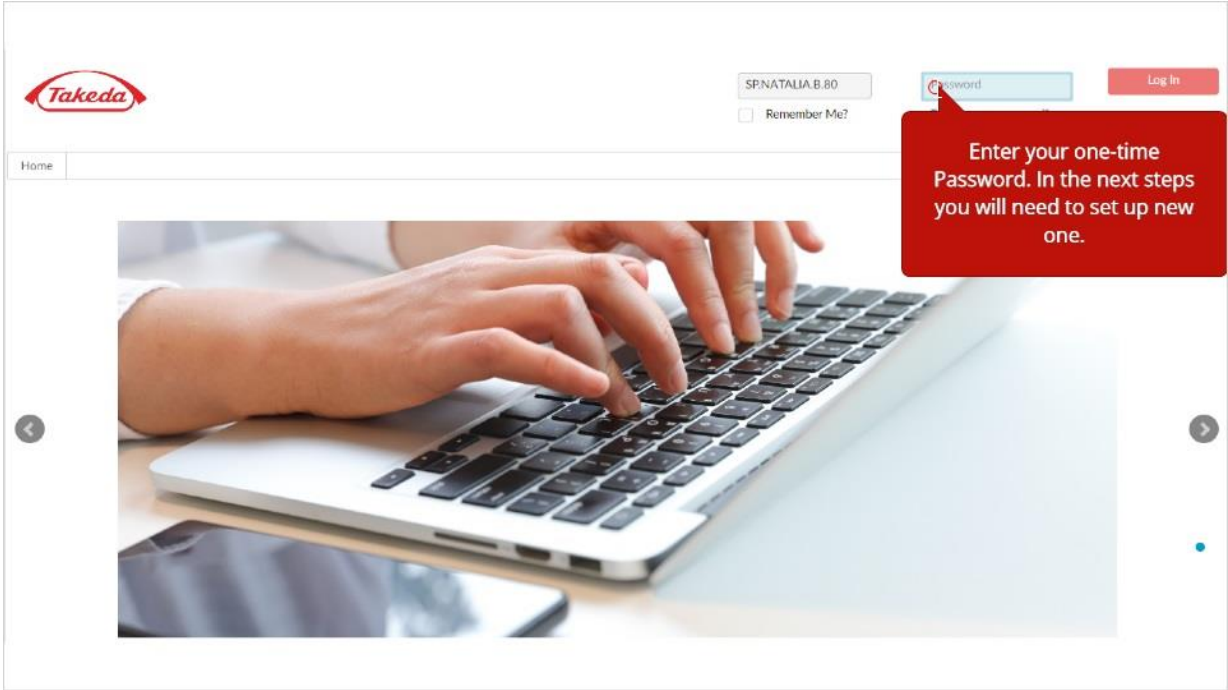
Login for the first time – use credentials from the invitation email



First time login



Use your one-time password



Security questions



Configure your security questions

Home English (United States) ▼
Powered by [apexportal](#)

Step: 1
Please configure the Security Questions
You can change the question from the dropdown

What was your childhood nickname? ▼

What school did you attend for sixth grade? ▼

What is your pets name? ▼

In what city or town was your first job? ▼

What was the color of your first car? ▼

Submit

For the security reason, please configure your Security Questions.

Home English (United States) ▼
Powered by [apexportal](#)

Step: 1
Please configure the Security Questions
You can change the question from the dropdown

What was your childhood nickname? ▼

What school did you attend for sixth grade? ▼

What is your pets name? ▼

In what city or town was your first job? ▼

What was the color of your first car? ▼

What city were you born in? ▼

What is the name of the road you grew up on? ▼

Submit

You can change the questions from the drop down.

Security questions



Configure your security questions

Step: 1

Please configure the Security Questions

You can change the question from the dropdown

What was your childhood nickname?	<input type="text"/>
What school did you attend for sixth grade?	<input type="text"/>
What is your pets name?	<input type="text"/>
In what city or town was your first job?	<input type="text"/>
What was the color of your first car?	<input type="text"/>

Step: 1

Please configure the Security Questions

You can change the question from the dropdown

What was your childhood nickname?	<input type="text" value="ABC"/>
What school did you attend for sixth grade?	<input type="text" value="ABC"/>
What is your pets name?	<input type="text" value="ABC"/>
In what city or town was your first job?	<input type="text" value="ABC"/>
What was the color of your first car?	<input type="text" value="ABC"/>

New password



Set up your unique password

Change Password

Takeda

For account security, the administrator has requested you to update your password before continuing.

Strong Password requirements

- Must be between 12 and 20 character(s) long with 'no spaces'
- Must contain at least 1 numeric character(s)
- Must contain at least 1 upper case character(s)
- Must contain at least 1 lower case character(s)
- Must not be the same as the 'Username'
- Must contain at least 1 of the following special character(s) (no - () * , - : { | })

Current Password: [password field]

New Password: [password field]

Re-enter Password: [password field]

Change Password **Cancel**

For account security, update your password before continuing. Enter your current, one-time password, then set up your unique new one

Change Password

Takeda

For account security, the administrator has requested you to update your password before continuing.

Strong Password requirements

- Must be between 12 and 20 character(s) long with 'no spaces'
- Must contain at least 1 numeric character(s)
- Must contain at least 1 upper case character(s)
- Must contain at least 1 lower case character(s)
- Must not be the same as the 'Username'
- Must contain at least 1 of the following special character(s) (no other special characters are allowed - () * , - : { | })

Current Password: [password field]

New Password: [password field]

Re-enter Password: [password field]

Change Password **Cancel**

Once done, click the "Change Password" button

Your profile



Configure your profile

Home English (United States) ▼

Please select your country of residence :

United States ▼

Submit

Select your country of residence and click the "Submit" button

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Home English (United States) ▼

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To enter into and manage our engagements with You, we process personal data as needed to interact with You, conduct fraud and risk management checks, evaluate any potential or existing engagements with You, contract with You, and document and process payments due to you. In addition, we may also process personal data to comply with applicable law, in conducting audits, and/or as needed for legal defence or litigation.

For these purposes ("Purpose"), we process personal data You provide to us, including your name and contact details, the organisation you act for or represent, and where we engage directly with you, your bank account and tax identity numbers. In addition, we may process such personal data about you from publicly available sources, or from third parties that are authorised to provide such data to us.

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Our processing of personal data as described above may be for our legitimate interests in managing our risks and interests relating to engagements with You, to fulfil contractual obligations between You and us, to respond to your requests or queries or fulfil our contractual obligations towards you, to comply with our legal obligations, or otherwise based on your consent.

You may have the right to request access to, rectification, erasure, and/or a transfer of your personal data, or object to or request restriction of its processing. Where our use of your personal data is based on your consent, you may also have the right to withdraw your consent at any time, please send us your request using our Privacy Request Form at <https://www.takeda.com/individualrights>

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If you have a complaint about the processing of your personal data, you may also contact the data protection supervisory authority of the territory you are based in.

For further information about how Takeda processes your personal data, please refer to Takeda's Privacy Notice at <https://www.takeda.com>

Your profile



Configure your profile

You, and document and process payments due to you. In addition, we may also process personal data to comply with applicable law, in conducting audits, and/or as needed for legal defence or litigation.

For these purposes ("Purpose"), we process personal data You provide to us, including your name and contact details, the organisation you act for or represent, and where we engage directly with you, your bank account and tax identity numbers. In addition, we may process such personal data about you from publicly available sources, or from third parties that are authorised to provide such data to us.

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The personal data collected may be shared with and processed by the service providers and business partners around the world on whom we rely to fulfil the above purposes. We may also share personal data as needed amongst Takeda affiliates. The sharing of personal data may involve transfers to other countries. The data protection and privacy laws in such other countries may provide a different level of protection. Appropriate safeguards are put in place to protect your personal data in connection with such transfers.

We keep personal data for the period necessary for the above purposes, unless a longer retention period is required or permitted by law.

Our processing of personal data as described above may be for our legitimate interests in managing our risks and interests relating to engagements with You, to fulfil contractual obligations between You and us, to respond to your requests or queries or fulfil our contractual obligations towards you, to comply with our legal obligations, or otherwise based on your consent.

You may have the right to request access to, rectification, erasure, and/or a transfer of your personal data, or object to or request restriction of its processing. Where our use of your personal data is based on your consent, you may also have the right to withdraw your consent at any time, please send us your request using our [Privacy Request Form](https://www.takeda.com/individualrights) at <https://www.takeda.com/individualrights>

If the form is not available in a language you would like to communicate in, or you have any other queries or requests, you may also contact our Data Protection Officer at privacyoffice@takeda.com

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By confirming this Privacy Notice, I understand and accept the [Takeda Supplier Portal Terms of Use](#) and that personal data will be processed as explained in the Takeda Supplier Privacy Notice applicable to me. Where I provide personal data of other people, I confirm they have been informed of and accept the same.

Agreement I have read and agree to the [Takeda Supplier Portal Terms of Use](#) and [Takeda Supplier Privacy Notice](#) and [Takeda Supplier Agreement](#).

Click the "Submit" button

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How to fulfill Supplier Questionnaire?



Supplier Agreement



Takeda Supplier Code of Conduct

Now, complete all relevant sections in the Supplier Questionnaire. All mandatory fields are marked with an asterix.

Welcome NATALIA B

English (United States) | Powered by apesportal

Supplier Agreement

Takeda Supplier Code of Conduct

Before proceeding, please review and agree with Takeda Supplier Code of Conduct in order to access the secure self-service site.

[Takeda Supplier Code of Conduct](#)

- * Code of Conduct - Name of authorized individual
- * Code of Conduct - Name of authorized individual Position
- * Authorized Individual Acknowledgment - I have read and agree to the terms and conditions outlined in the Supplier Code of Conduct

If you have any questions, please contact helpdesk at global.supplier.onboarding.operations@takeda.com

Next >> Save Draft

Click on the hyperlink to read the Supplier Code of Conduct

Welcome NATALIA B

English (United States) | Powered by apesportal

Supplier Agreement

Takeda Supplier Code of Conduct

Before proceeding, please review and agree with Takeda Supplier Code of Conduct in order to access the secure self-service site.

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- * Code of Conduct - Name of authorized individual
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- * Authorized Individual Acknowledgment - I have read and agree to the terms and conditions outlined in the Supplier Code of Conduct

If you have any questions, please contact helpdesk at global.supplier.onboarding.operations@takeda.com

Next >> Save Draft

Enter your First and Second Name

Supplier Agreement



Takeda Supplier Code of Conduct

Supplier Agreement

Takeda Supplier Code of Conduct

Before proceeding, please review and agree with Takeda Supplier Code of Conduct in order to access the secure self-service site.

Takeda Supplier Code of Conduct

- Code of Conduct - Name of authorized individual: Joe Doe
- Code of Conduct - Name of authorized Individual Position:
- Authorized Individual Acknowledgment - I have read and agree to the terms and conditions outlined in the Supplier Code of Conduct

If you have any questions, please contact helpdesk at global.supplier.onboarding.operations@takeda.com

[Next >>](#) [Save Draft](#)

Supplier Agreement

Takeda Supplier Code of Conduct

Before proceeding, please review and agree with Takeda Supplier Code of Conduct in order to access the secure self-service site.

Takeda Supplier Code of Conduct

- Code of Conduct - Name of authorized individual: Joe Doe
- Code of Conduct - Name of authorized Individual Position: CFD
- Authorized Individual Acknowledgment - I have read and agree to the terms and conditions outlined in the Supplier Code of Conduct

If you have any questions, please contact helpdesk at global.supplier.onboarding.operations@takeda.com

[Next >>](#) [Save Draft](#)

Registration checklist



Registration checklist

Registration Checklist

Please be prepared to provide the following before you proceed with registration:

1. Company contact information
2. Tax Registration Information (TIN, EID, MAT, CIF, NIF as applicable)
3. Bank Information
4. Business Information
5. Government Information

Thank you. For any questions, please contact helpdesk at global.supplier.onboarding.operations@takeda.com

Next

Click the "Next" button

Business information

Business Information

Supplier Country: United States

Supplier Name: AGILE QUALITY SYSTEMS, LLC

Doing Business As Name:

Contact Information

Please click "Edit" to update the primary contact information.

Add Additional Record						
	First Name	Last Name	Contact Type	Email		Resend
<input type="button" value="Update"/>	JOE	DOE	Main Supplier Contact	JOE.DOE@DUMMY.COM	<input type="button" value="Delete"/>	<input type="button" value="Resend"/>

Classification Number

Add New Classification				
	Classification	Identity Sub Type	Identity Type	Delete
No records to display.				

Click "Update" if you need to add/edit the primary contact information entered by Takeda user.

Business Information

The screenshot shows the 'Contact Information' form. On the left, a sidebar lists various steps: Complete, Incomplete, Supplier Agreement, Registration Checklist, Business Information, Business Address, Account Information, Tax Information, Business Size and Diversity, Information Protection and Cybersecurity, Data Privacy Questionnaire, Document Upload, and Review and Submit. The main form contains fields for Contact Type (Main Supplier Contact), First Name (Joe), Last Name (Doe), Website Address, Email Address (joe.doe@dummy.com), Confirm Email Address (joe.doe@dummy.com), and Preferred Language (English). A red callout box with a white border points to the 'Update' button in the 'Add Additional Record' table. The text inside the callout reads: 'The Phone number is mandatory but not listed above. Use this section to provide it. Click the "Update" button.'

Add Additional Record				
	Type	Number	Extension	Delete
	Primary			X

This screenshot shows the 'Contact Information' form with the 'Add Additional Record' table expanded. A red callout box with a white border points to the 'Phone Number' field. The text inside the callout reads: 'Scroll the mouse wheel'. The form now includes a 'Phone Type' dropdown menu set to 'Primary' and a 'Phone Number' input field with a placeholder '() - . -'. Below the phone number field is an 'Add New Classification' button.

Contact information



Contact information

Complete
Incomplete

- Supplier Agreement
- Registration Checklist
- Business Information
- Business Address
- Account Information
- Tax Information
- Business Size and Diversity
- Information Protection and Cybersec
- Data Privacy Questionnaire
- Document Upload
- Review and Submit

Contact Information

Confirm Email Address: JOE.DOE@DUMMY.COM

Preferred Language: English

Please be aware that Phone number is mandatory. Click "Update" to provide the details.

Add Additional Record

Type	Number	Extension	Delete
Primary			X

Update

Phone Type: Primary

Phone Number: () - - - -

Extension:

Update Discard

Enter the phone number.

Your User ID will be updated due to a name change. Click OK to accept this change and continue with your current session.

Add New Classification

Complete
Incomplete

- Supplier Agreement
- Registration Checklist
- Business Information
- Business Address
- Account Information
- Tax Information
- Business Size and Diversity
- Information Protection and Cybersec
- Data Privacy Questionnaire
- Document Upload
- Review and Submit

Contact Information

Confirm Email Address: JOE.DOE@DUMMY.COM

Preferred Language: English

Please be aware that Phone number is mandatory. Click "Update" to provide the details.

Add Additional Record

Type	Number	Extension	Delete
Primary			X

Update

Phone Type: Primary

Phone Number: (555)-555-5555

Extension:

Update Discard

Click the "Update" button

Your User ID will be updated due to a name change. Click OK to accept this change and continue with your current session.

Add New Classification

Contact information



Contact information

● Complete
○ Incomplete

● Supplier Agreement
● Registration Checklist
○ Business Information
○ Business Address
○ Account Information
○ Tax Information
○ Business Size and Diversity
○ Information Protection and Cybersecurity
○ Data Privacy Questionnaire
○ Document Upload
○ Review and Submit

Contact Information

Last Name:

Website Address:

Email Address:

Confirm Email Address:

Preferred Language:

Please be aware that Phone number is mandatory. Click "Update" to provide the details.

Add Additional Record

Type	Number	Extension	Delete
	5555		✕

Click the "Ok" button to accept changes you made.

Your User Information has been updated. Click OK to accept this change and continue.

Ok Discard

Add New Classification

○ Business Size and Diversity
○ Information Protection and Cybersecurity Questionnaire
○ Data Privacy Questionnaire
○ Document Upload
○ Review and Submit

Contact Information

Please click "Edit" to update the primary contact information.

Add Additional Record

First Name	Last Name	Contact Type	Email	Resend
JOE	DOE	Main Supplier Contact	JOE.DOE@DUMMY.COM	✕

Classification Number

Add New Classification

Classification	Identity Type	Delete
No records to display.		

Click the "Next" button

<< Previous Next Save Draft

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Business address



Business address

Business Address

In order to add/edit your Registered Address, please click the Edit button associated with the Registered address. If you have any other remittance address(es) or payee name(s), then click Add New Record to enter the information.

Add Additional Record						
Address Type	Address	City	State	Country	Delete	
Physical Address				USA		<input type="button" value="Update"/>

Click the "Update" group to add/edit your Registered Address.

Address Information

- * Address Type: Physical Address
- * Country: United States
- * Street :
- * Street Number/House Number:
- Address 2:
- Address 3:
- Address 4:
- District/County:
- * Postal Code:
- City/Town:
- * State/Province: Select a value...
- Phone Number:

Fulfill all mandatory fields with an appropriate data.

Business address



Business address

Address Information

- Address Type: [Dropdown]
- Country: [Dropdown]
- Street: [Text]
- Street Number/House Number: [Text]
- Address 2: [Text]
- Address 3: [Text]
- Address 4: [Text]
- District/County: [Text]
- Postal Code: [Text]
- City/Town: [Text]
- State/Province: [Dropdown]
- Phone Number: [Text]

To provide State/Province use the drop down and select appropriate value.

Address Information

- Address Type: Physical Address
- Country: United States
- Street: 877H
- Street Number/House Number: 2508
- Address 2: [Text]
- Address 3: [Text]
- Address 4: [Text]
- District/County: [Text]
- Postal Code: 55443
- City/Town: Brooklyn Park
- State/Province: Minnesota
- Phone Number: [Text]

Scroll the mouse wheel

Business address



Business address

The screenshot shows the 'Address Information' form in the Apex Portal. The form fields are: Postal Code (55443), City/Town (Brooklyn Park), State/Province (Minnesota), Phone Number (empty), Address Version (Select a value...), and Local Language Name 1 (empty). A red callout box with a white border contains the text 'Click the "Ok" button' and a hand cursor pointing to the 'Ok' button at the bottom left of the form. The background shows a navigation menu on the left and a 'Welcome' message on the right.

The screenshot shows the 'Address Information' form with a 'Choose an Address' dialog box open. The dialog box has two options: 'apexanalytix suggested address' (selected) and 'User entered address'. The suggested address is '2508 87TH TRLN, MINNEAPOLIS, MN, USA - 55443-3734' and the user entered address is '2508 87TH TRAIL, BROOKLYN PARK, MN, USA - 55443'. A red callout box with a white border contains the text: 'Apex Portal suggests the format of your address. If you don't agree to suggested, you can choose your own address. Select appropriate option and click the "Ok" button.' The background shows the same 'Address Information' form as in the previous screenshot.

Business address

Address Information

Postal Code: 55443-3734

City/Town: MINNEAPOLIS

State/Province: Minnesota

Phone Number: () - -

Address Version: Select a Value

Local Language Name 1:

Click the "OK" button.

OK Discard

<< Previous Next >> Save Draft

Business Address

In order to add/edit your Registered Address, please click the Edit button associated with the Registered address. If you have any other remittance address(es) or payee name(s), then click Add New Record to enter the information.

Address	State	Country	Delete
MINNEAPOLIS	Minnesota	United States	

Click the "Next" button to move forward with the next section.

<< Previous Next >> Save Draft

Account information

Account Information

Complete
Incomplete

- Supplier Agreement
- Registration Checklist
- Business Information
- Business Address
- Account Information
- Tax Information
- Business Size and Diversity
- Information Protection and Cybersecurity Questionnaire
- Data Privacy Questionnaire
- Document Upload
- Review and Submit

Banking Information

[Add Bank Account](#)

Bank Name	Account Type	Delete
No records to display.		

<< Previous Next >> Save Draft

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Banking Information

Address:

* Bank Country:

Payment Currency:

* ABA/Routing Number:

Bank SWIFT Code:

* Account Number:

* Account Holder:

Bank Name:

Bank Street Name:

Bank City:

Bank Country/District:

Bank State/Region:

Bank Postal Code:

Account Type:

Remit Email Address:

Do you have Intermediary Banking?:

OK Discard

Account information



Account information

Banking Information

Address:

Bank Country:

Payment Currency:

ABA/Routing Number:

Bank Swift Code:

Account Number:

Account Holder:

Bank Name:

Bank Street Name:

Bank City:

Bank Country/District:

Bank State/Region:

Bank Postal Code:

Account Type:

Remit Email Address:

Do you have International Banking?:

Once entered, click the "Ok" button

Takeda

Welcome JOE DOE

Home | Supplier Inquiry | Supplier | Tasks | Reports | Help | English (United States) | Powered by apexportal

Account Information

Complete
Incomplete

- Supplier Agreement
- Registration Checklist
- Business Information
- Business Address
- Account Information
- Tax Information
- Business Size and Diversity
- Information Protection and Cybersecurity Questionnaire
- Data Privacy Questionnaire
- Document Upload
- Review and Submit

Banking Information

Add Bank Account

Bank Name	Account Type	Delete
SHAREPOINT CREDIT UNION		<input type="button" value="Delete"/>

Click the "Next" button

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Tax information

The screenshot shows the 'Tax Information' section of a web application. On the left, there is a navigation menu with a 'Complete' status indicator and a list of tasks: Supplier Agreement, Registration Checklist, Business Information, Business Address, Account Information, Tax Information, Business Size and Diversity, Information Protection and Cybersecurity Questionnaire, Data Privacy Questionnaire, Document Upload, and Review and Submit. The main content area is titled 'Tax Information' and contains three fields: 'Tax Reporting Country:', 'Business Entity Type:', and 'Tax Document Type:'. The 'Tax Reporting Country:' field has a dropdown menu open, showing a list of countries including United States, Canada, United Kingdom, France, Austria, Germany, Italy, Spain, Portugal, Finland, Norway, Sweden, Denmark, Switzerland, Afghanistan, Albania, Algeria, Amer/Virgin Island, and American Samoa. A red callout box with a white border points to the dropdown menu and contains the text: 'Use the drop down to provide your Tax Reporting Country'. Below the fields is a table with columns for 'Country' and 'Tax Type'. The table contains one row with 'United States' and 'TAX REGISTRATION NUMBER'. There are 'Update' and 'Add New Tax Information' buttons above the table, and '<< Previous' and 'Next >>' buttons below it.

The screenshot shows the 'Tax Information' section of a web application. On the left, there is a navigation menu with a 'Complete' status indicator and a list of tasks: Supplier Agreement, Registration Checklist, Business Information, Business Address, Account Information, Tax Information, Business Size and Diversity, Information Protection and Cybersecurity Questionnaire, Data Privacy Questionnaire, Document Upload, and Review and Submit. The main content area is titled 'Tax Information' and contains three fields: 'Tax Reporting Country:', 'Business Entity Type:', and 'Tax Document Type:'. The 'Business Entity Type:' field has a dropdown menu open, showing a list of options including 'W9 Form'. A red callout box with a white border points to the dropdown menu and contains the text: 'Use the drop down to select your Business Entity Type'. Below the fields is a table with columns for 'Country', 'Tax Type', and 'Tax Id Num'. The table contains one row with 'United States', 'EMPLOYER IDENTIFICATION NUMBER', and an empty 'Tax Id Num' cell. There are 'Update' and 'Add New Tax Information' buttons above the table, and '<< Previous', 'Next >>', and 'Save Draft' buttons below it.

Tax information

The screenshot shows the 'Tax Information' form in a web application. The form includes fields for 'Tax Reporting Country' (set to 'United States'), 'Business Entity Type', and 'Tax Document Type'. A dropdown menu is open for 'Business Entity Type', showing options like 'C-Corporation', 'Estate', 'Government', 'Individual', etc. A red callout box points to the 'C-Corporation' option with the text 'Select appropriate value'. The form also has an 'Add New Tax Information' button and a table with one entry: 'United States' with 'EMPLOYER IDENTIFICATION NUMBER' as the tax type. Navigation buttons for '<< Previous', 'Next >>', and 'Save Draft' are at the bottom.

This screenshot shows the same 'Tax Information' form, but with the 'Business Entity Type' and 'Tax Document Type' fields set to 'Select a value...'. A red callout box points to the 'Update' button in the table with the text 'Click the "Update" button to add Tax Information'. The table entry is 'United States' with 'TAX REGISTRATION NUMBER' as the tax type. The 'Update' button is highlighted with a mouse cursor. Navigation buttons for '<< Previous', 'Next >>', and 'Save Draft' are at the bottom.

Tax information



Tax information

The screenshot shows the Takeda portal interface. A modal window titled "Tax Information" is open, displaying the following fields:

- Country: United States
- Tax Type: EMPLOYER IDENTIFICATION NUMBER
- Tax Id: [Empty field]

Buttons for "Ok" and "Discard" are visible. A red callout bubble with the text "Enter your Tax ID" points to the Tax Id input field. In the background, a table lists tax information with columns for Country, Tax Id Number, and Validation. The "Ok" button is highlighted with a red box.

This screenshot shows the same "Tax Information" form, but now the "Tax Id" field is populated with "11 1111111". A red callout bubble with the text "Click the 'Ok' button" points to the "Ok" button. The "Ok" button is highlighted with a red box. The background table and navigation buttons are also visible.

Tax information

Tax Information

● Complete
○ Incomplete

- Supplier Agreement
- Registration Checklist
- Business Information
- Business Address
- Account Information
- Tax Information
- Business Size and Diversity
- Information Protection and Cybersecurity Questionnaire
- Data Privacy Questionnaire
- Document Upload
- Review and Submit

Tax Reporting Country: United States

Business Entity Type: C-Corporation

Tax Document Type: W9 Form

Country	Tax Id Number	Validation
United States	46-3760838	OK

Click the "Next" button

<< Previous Next >> Save Draft

Business size and diversity

Business Size and Diversity

● Complete
○ Incomplete

- Supplier Agreement
- Registration Checklist
- Business Information
- Business Address
- Account Information
- Tax Information
- Business Size and Diversity
- Information Protection and Cybersecurity Questionnaire
- Data Privacy Questionnaire
- Document Upload
- Review and Submit

Is your company a small and/or diverse supplier? Select a value...

<< Previous Next >> Save Draft

Use drop down to answer if your company is small/diverse supplier.

Business size and diversity



Business size and diversity

The screenshot shows the 'Business Size and Diversity' form in a web application. The form title is 'Business Size and Diversity'. Below the title, there is a question: 'Is your company a small and/or diverse supplier?'. The question is followed by a dropdown menu with 'Yes' and 'No' options. A red callout box is overlaid on the form, containing the text: 'Select appropriate value. If you are small/diverse supplier, after selecting "YES" you'll receive an email with information how you can register in PROVEEDOR - external portal for diverse suppliers'. The callout box has a white arrow pointing to the 'Yes' option in the dropdown menu. The form also includes navigation buttons: '<< Previous' and 'Next >>'. The 'Next >>' button is highlighted in red. The form is part of a larger application with a navigation menu at the top and a footer at the bottom.

The screenshot shows the 'Business Size and Diversity' form in a web application. The form title is 'Business Size and Diversity'. Below the title, there is a question: 'Is your company a small and/or diverse supplier?'. The question is followed by a dropdown menu with 'No' selected. A red callout box is overlaid on the form, containing the text: 'Click the "Next" button'. The callout box has a white arrow pointing to the 'Next >>' button. The form also includes navigation buttons: '<< Previous', 'Next >>', and 'Save Draft'. The 'Next >>' button is highlighted in red. The form is part of a larger application with a navigation menu at the top and a footer at the bottom.

Information protection and cybersecurity questionnaire

Depending on the type of service you'll provide, you might (or might not) be contacted by Takeda Information and Data Privacy security team for some further check.

Information Protection and Cybersecurity Questionnaire

As a part of the initiation process it has been identified, that you will not be working with any Takeda data, in case you believe this to be inaccurate or there is a change in your engagement, please reach out to your contact to discuss.

Click the "Next" button.

Data privacy questionnaire

Data Privacy Questionnaire:

As a part of the initiation process it has been identified, that you will not be working with sensitive Takeda data, in case you believe this to be inaccurate or there is a change in your engagement, please reach out to your contact to discuss.

Click the "Next" button.

Document upload



Document upload

The screenshot shows the document upload page. A red callout box with the text "Scroll the mouse wheel" is positioned over the document type dropdown menu. The page includes a navigation menu, a sidebar with a checklist, and a table of uploaded documents.

Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Remo
Test Supplier W9 Form.pdf	W-9		11/7/2024	Supplier	Click here to eSign	✕

The screenshot shows the document upload page with a red callout box pointing to the "Click here to eSign" link in the table. The callout text reads: "Click the 'Click here to eSign' label to open and sign W-9 form. This step is applicable only for US region." The page also shows navigation buttons at the bottom.

Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Remo
Test Supplier W9 Form.pdf	W-9		11/7/2024	Supplier	Click here to eSign	✕

<< Previous Next >> Save Draft

Document upload



Document upload

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov for the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of this form, see the instructions on page 3.

1 Name of entity/individual. An entry is required. (For a disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)
TEST SUPPLIER, LLC

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor C corporation S corporation Partnership Trust/estate
 LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from Foreign Account Tax Compliance Act (FATCA) reporting _____

Certification
Under penalties of perjury, I certify that:

1 The number shown on this form is correct taxpayer identification number (or) I am waiting for a number to be issued to me.

1 The number shown on this form is correct taxpayer identification number (or) I am waiting for a number to be issued to me.

AND

2 I am not subject to backup withholding because:

a. I am exempt from backup withholding, or

b. I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest of dividends or

c. The IRS has notified me that I am no longer subject to backup withholding.

3 I am a U.S. citizen or other U.S. person (defined below).

Definition of a U.S. Person. For federal tax purposes, you are considered a U.S. person if you are:

a. An individual who is a U.S. citizen or U.S. Resident alien,

b. A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,

c. An estate (other than a foreign estate), or

d. A domestic trust (as defined in regulations section 301.7701-7)

Electronic System Submission:
Under penalties of perjury I certify that:

* I am the same person (or payee agent) accessing the system and submitting this form as identified on the Substitute Form W-9. Agree

* By submitting this form electronically, I am affixing my electronic signature as the payee identified on the Substitute Form W-9. Agree

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Submit

Confirm you are the person identified on the Substitute Form W-9

Document upload



Document upload

1. The number shown on this form is correct taxpayer identification number (or) I am waiting for a number to be issued to me.
AND

2. I am not subject to backup withholding because:

- a. I am exempt from backup withholding, or
- b. I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest of dividends or
- c. The IRS has notified me that I am no longer subject to backup withholding.

3. I am a U.S. citizen or other U.S. person (defined below).

Definition of a U.S. Person. For federal tax purposes, you are considered a U.S. person if you are:

- a. An individual who is a U.S. citizen or U.S. Resident alien,
- b. A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- c. An estate (other than a foreign estate), or
- d. A domestic trust (as defined in regulations section 301.7701-7)

Electronic System Submission:

Under penalties of perjury I certify that:

* I am the same person (or payees agent) accessing the system and submitting this form as identified on the Substitute Form W-9. Agree

* By submitting this form electronically, I am affixing my electronic signature as the payee identified on the Substitute Form W-9 Agree

The Internal Revenue Service does not require your consent to any provision of this document other than that required to avoid backup withholding.

Confirm you are affixing your electronic signature as the payee identified on the Substitute Form W-9

1. The number shown on this form is correct taxpayer identification number (or) I am waiting for a number to be issued to me.
AND

2. I am not subject to backup withholding because:

- a. I am exempt from backup withholding, or
- b. I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest of dividends or
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- c. An estate (other than a foreign estate), or
- d. A domestic trust (as defined in regulations section 301.7701-7)

Electronic System Submission:

Under penalties of perjury I certify that:

* I am the same person (or payees agent) accessing the system and submitting this form as identified on the Substitute Form W-9. Agree

* By submitting this form electronically, I am affixing my electronic signature as the payee identified on the Substitute Form W-9 Agree

The Internal Revenue Service does not require your consent to any provision of this document other than that required to avoid backup withholding.

Click the "Submit" button



Document upload



Document upload

1. The number shown on this form is correct taxpayer identification number (or) I am waiting for a number to be issued to me.
AND
2. I am not subject to backup withholding because:
a. I am exempt from backup withholding, or
b. I have not been notified by the Internal Revenue Service(IRS) that I am subject to backup withholding as a result of a failure to report all interest of dividends or
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Definition of a U.S. Person. For federal tax purposes, you are
a. An individual who is a U.S. citizen or U.S. Resident alien,
b. A partnership, corporation, company, or association created in the United States,
c. An estate (other than a foreign estate), or
d. A domestic trust (as defined in regulations section 301.671-1).

Electronic System Submission:
Under penalties of perjury I certify that:

** I am the same person (or payee agent) accessing the system and submitting this form as identified on the Substitute Form W-9. Agree*

** By submitting this form electronically, I am affixing my electronic signature as the payee identified on the Substitute Form W-9 Agree*

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Success

Document E-Signed Successfully.

Click "OK" button

Document Upload

W-9 and 147c must be in either PDF, PNG, JPEG, JPG File Types. All others can be either

Document Type:

File: 1099
Document Name: 147C - Taxpayer Identification Number Verification
Expiration Date: 501 C
ACH Form
Article of Association
California 587
California 590
Call back form
Candidate receipts
Candidate reimbursement form

If you wish to upload another document, select the appropriate Document Type form the drop down and then upload the file

Document Name	File Type	Expiration Date	Uploaded Date	Linked To	Electronic Signature	Remo
Test Supplier W9 Form.pdf	W-9		11/7/2024	Supplier	JOE DOE	X

Page size: 10 | 1 items in 1 pages

Document upload

Document Upload

W-9 and 147c must be in either PDF, PNG, JPEG, JPG File Types. All others can be either PDF, PNG, JPEG, JPG, DOC, DOCX.

Document Type:

File:

Document Name:

Expiration Date:

Document Name	File Type	Linked To	Electronic Signature	Remove
Test Supplier W9 Form.pdf	W-9	Supplier	JOE DOE	X

Page size: 10 1 items in 1 pages

Click the "Next" button to move to the last section

Review and submit

Review and Submit

Please hit the **SUBMIT** button to finalize your information for approval.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with Takeda Pharmaceutical Company Limited, and its affiliates.

For any questions please contact Takeda Pharmaceutical Company Limited support at global.supplier.onboarding.operations@takeda.com

Submit the questionnaire

Review and submit



Review and submit

The screenshot displays a user interface for a Takeda account. At the top left is the Takeda logo. A central message box states: "Your account was created. If you wish to:" followed by a list of actions: "• update your profile, use the 'Update Profile' feature", "• update company contact point, use the 'Update Contact' feature", "• to see task assigned to you, use the 'My Task' function", and "• to see notes from Takeda, use 'My Communication' feature". To the right, a user profile section shows "Welcome JOE DOE" and a language dropdown set to "English (United States)". Below this is a "Quick Apps" section with four icons: "Update Profile" (person with plus), "My Communication" (speech bubble with warning), "Update Contact" (person with plus), and "My Tasks" (document with magnifying glass). The footer contains links for "Unsubscribe", "Terms of Use", "Privacy Statement", and "Copyright © 2005 - 2024 APEX Analytix". A URL is visible at the bottom left: "https://us.takeda.aesportal.net/Registration/SupplierRegistration.aspx".

Thank you!



Better Health, Brighter Future

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