HOW TO COOPERATE WITH TAKEDA – SUPPLIER QUICK GUIDE

PURCHASE ORDER (PO)

Takeda Purchase Orders are being sent via SAP Business Network platform, You may expect to receive the PO notification from e-mail domain: ordersender-prod@ansmtp.ariba.com

Please check Global Takeda Purchase Order Terms and Conditions (for local version with country/region-specific deviations please visit Global Terms and Conditions section on Supplier Tools and Resources | Takeda Pharmaceuticals)

PO Number
(10 digits starting with 8)

Takeda's VAT Number

**Takeda's "Bill to" address**

INVOICING

ONLINE INVOICES

SAP Business Network is Takeda's preferred transactional platform that allows you to automate the invoicing process by issuing documents online.

How to start online invoicing?
- Register your free-of-charge Standard Account on SAP Business Network (registration)
- Provide your bank details in the "Remittances" section (remittances)
- You are ready to issue your first online invoice (invoice for materials or invoice for services)

Already on SAP Business Network?
- Please use your Takeda PO notification for launching the trading relationship on the platform by clicking "Process order" blue button and logging in with your credentials.
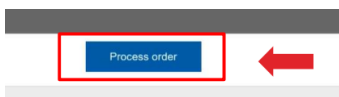
PDF INVOICES

PDF invoices should be sent as e-mail attachments **directly to Takeda's billing country email.**

Invoices submitted via email requirements:
- PDF or TIF format,
- 1 invoice per PDF file,
- Unique name for each PDF file,
- Total e-mail size under 30 MB.

> **To ensure up to date payments please make sure that:**
>
> - PO reference number is provided,
> - Name/e-mail of the requestor from Takeda is provided,
> - Referral to PO lines
> - Company details such as company name, address, TAX and bank data are the same as on the PO (complete alignment)
> - You choose the correct e-mail as per Takeda's billing country*
>
> * using any other Takeda e-mail for submitting your PDF invoice may result with delayed payments

NOTE: Text included in the accompanying email will not be scanned, make sure that all important information is included in the PDF itself. Email accounts for invoice submission are automated scanners and are not monitored for responses to inquiries.

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PAYMENTS

Payment terms

- As per Takeda's Global Procurement Policy, **standard payment terms are 90 days** (except where different terms have been agreed in a contract, Master Services Agreement, Statement of Work or are regulated by country legal requirements).

Payment calendar

- Takeda prioritizes the timely payment of all invoices.

- To facilitate prompt payment, please note that we process payments three times a week.

- The payment due date is calculated from the date Takeda receives an undisputed invoice, whether it is sent via the SAP Business Network or to the correct scanning partner*.

* using any other Takeda e-mail for submitting your PDF invoice may result with delayed payments

BANK DATA

- Electronic bank transfers are our preferred payment method.
- In case of any changes or mismatches between the bank data on our system and your invoice, and to reduce the risk of fraud, we will ask you to confirm your bank data with our Master Data team at: TBS.MasterDataCompliance@takeda.com
- In certain scenarios, we may request you to confirm your bank account information through a callback process to ensure accuracy and security.

THIRD PARTY RISK MANGEMENT

- We run TPRM process to act in accordance with Takeda's values and policies, and comply with all applicable laws, regulations and industry codes.
- As the part of the TPRM program, you might be requested to complete a questionnaire which will be shared with you through a registration tool, used by Takeda.
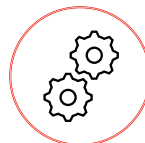
TOOLS & RESOURCES

SAP Business Network
TSSP

CONTACT US:

Takeda Supplier Solutions Portal
vendor.query@takeda.com