



Takeda Development Centre Europe Ltd

Takeda Supplier Registration User Guide

v1.0



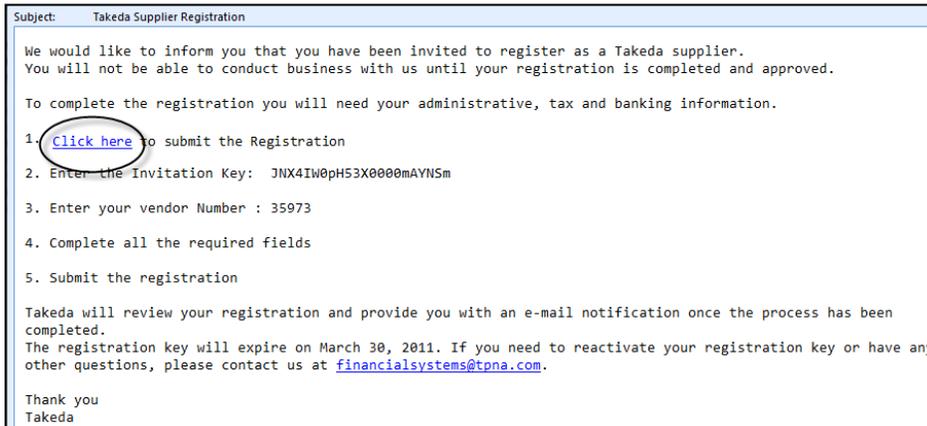
1.0 OVERVIEW

Takeda utilizes an automated supplier registration solution. The supplier will receive an e-mail detailing the registration link, invitation key and Takeda vendor number which will allow them to submit their registration information electronically. Upon approval, a confirmation e-mail will be sent and the supplier will be fully set up to receive purchase orders and payments.

2.0 REGISTRATION E-MAIL & VERIFICATION

The supplier will receive an e-mail containing the link to the Takeda registration page. If the e-mail was not received, check the spam/junk folder to ensure that the e-mail was not filtered out.

1. Click on the Click here link to access the registration
2. Ensure that all administrative and banking information are available



3. Enter the invitation key and vendor number which was provided in the e-mail

Note: The invitation key expires after 21 days for security reasons. If the invitation key expired, please contact Takeda via email to financialsystems@tpna.com to have a new key generated.

4. Click the Submit button

3.0 REGISTRATION COMPLETION

The registration will require the submission of all information that is required by Takeda to fully set up a supplier to receive purchase orders as well as payments.

1. The supplier can view the terms and conditions by clicking on the Terms of Use & Privacy Policy link
2. To accept, check the box next to I accept the Terms of Use & Privacy Policy

Note: A supplier cannot submit a registration without agreeing to the Terms of Use & Privacy Policy.

*If at any time a registration needs to be put on hold you can do so by clicking on the hold button next to the submit registration button.

Submit Registration Hold

Terms and Conditions Company Details Payment Information Bank Information Industry Information Attachments

Supplier Terms and Conditions

Please click here to view the Takeda [Terms of Use & Privacy Policy](#). If you are not in agreement with these terms, you will not be able to proceed with the registration.

I accept the Terms of Use & Privacy Policy

3. Click on the Company Details tab
4. The supplier name, address and contact details have already been populated, but can be edited if required
5. Enter a doing business as name into the Business name field, if required

Note: The Corporate Name field has a limit of forty characters. If the company name is longer than forty characters the Business Name can be utilized for the additional characters

6. Enter the address

Note: Either a street address or PO Box can be provided, but not both

Terms and Conditions Company Details Payment Information Bank Information

Company Details

Corporate Name: * New Supplier Name

Business Name: doing-business-as name, if applicable

As provided by the Company

Street / PO Box: 61 Aldwych

Street 2:

Postal Code/City: * WC2B 4AE London

Country: * United Kingdom

State/Province:



- The PO Correspondence Details will be utilized to submit purchase orders. The PO Communication E-mail field is required since it is Takeda's preferred method of PO submission.
- Complete tax classification information, if applicable.

The screenshot shows two sections of a form. The top section, 'PO Correspondence Details', includes fields for 'Contact Person' (with a circled '7' next to the 'PO notification Name' text), 'Business Phone No.', 'Business Fax Number', 'Mobile Number', and 'PO Communication email' (with a circled '7' next to the 'PO notification email address' text and a 'Definition' link). The bottom section, 'Tax Classification Structure', includes a 'Tax Recipient Type' dropdown menu (set to 'Corporation'), checkboxes for 'Sole Proprietor' and 'Sale/Pur.tax' (with a circled '8' next to the 'Sale/Pur.tax' checkbox), and input fields for 'Tax Number', 'SSN', 'Tax ID', and 'VAT Reg. No.'.

- Click on the Payment Information tab.
- Enter the Remittance Name which payments should be issued to.
- If the remittance address is different than the address provided in the Company Details tab, click the check box
- Enter the remittance address, if required
- Provide the contact information regarding any payment questions
- Select payment method
 - If your company is based in the United Kingdom, your only available selection will be BACS.
 - If your company is outside of the UK, your only available selection will be WIRE payment.
- Select your Payment Currency by clicking the search box. It is also possible to type it in directly: GBP for British Pounds, EUR for Euro, JPY for Japanese Yen, for example.

The screenshot shows the 'Payment Information' tab of the form. It includes a 'Remittance Information' section with a circled '9' above it, containing a 'Remittance Name' field (with a circled '10' next to the text 'New Supplier Remittance Name'), a checkbox for 'Check the box if the remittance address is different', and address fields for 'Street/PO Box', 'Street 2', 'Postal Code/City', and 'Country'. Below this is a 'Contact for questions regarding payments' section with a circled '13' next to the 'Contact Name' field (containing 'CONTACT FOR ACCOUNTS PA'), and fields for 'Phone No.', 'Fax Number', and 'Email'. The 'Payment Method' section has a circled '14' next to the 'BACS' dropdown menu. The 'Payment Currency' section has a circled '15' next to the 'GBP' dropdown menu and a checkbox for 'British Pound'.

16. Click the Bank Information tab to add the bank that should be receiving payments
17. Click the Add button



18. Select the country of the bank
19. Provide the name of the bank in the Financial Institution Name
20. Enter your bank transaction information such as Account Number and other pertinent information required to successfully transmit payment. Please see examples below for required information per location
 - a. UK based companies require a Sort Code in addition to the bank name and account

The screenshot shows the 'Add Bank Details' form for a UK-based company. The 'Country' dropdown is set to 'United Kingdom'. The 'Add' button is circled with the number 20. The form includes fields for 'Financial Institution Name', 'Sort Code', and 'Bank Account Number'.

- b. EU based companies require a Bank Key, IBAN and SWIFT code in addition to the bank name and account number.

The screenshot shows the 'Add Bank Details' form for an EU-based company. The 'Country' dropdown is set to 'Germany'. The 'Add' button is circled with the number 20. The form includes fields for 'Financial Institution Name', 'Bank Key', 'Bank Account Number', 'Control Key', 'IBAN', 'Account Holder Name', and 'SWIFT code'.

- c. All other companies require a Routing Number, and SWIFT code in addition to the bank name and account number



The screenshot shows a window titled "Add Bank Details" with the following fields:

- Country: * USA (dropdown menu)
- Financial Institution Name: * (text input)
- Routing Number: * (text input with a copy icon)
- Bank Account Number: * (text input)
- Control Key: (text input)
- Account Holder Name: (text input)
- SWIFT code: * (text input)

An "Add" button is located at the bottom left. A circled "20" is positioned to the right of the SWIFT code field.

21. Click the Add button
22. Click on the Industry Information tab
23. Review the definition of the Patient Organisation/Healthcare Professional/Healthcare Organisation and answer the questions 1-3 by selecting Yes or No from the drop down
24. Select the Primary Industry type that will be supplied to Takeda from the drop down
25. Select the business classification, if applicable, and provide the certification number as well as expiration date of the government issues certificate verifying classification status

Note: If a business classification has been selected a copy of the actual certificate has to be included in the Attachment section.

- a. If there is a second business classification, click the Yes radio button
 - b. Select the second business classification from the drop down and provide the certification number as well as expiration date of the government issues certificate verifying classification status
 - c. Repeat Step 25 until all Business Classifications have been added.
26. Answer the Business Outside of the United Kingdom question by selecting Yes or No from the drop down

Patient Organisation/Healthcare Professional/Healthcare Organisation

1. Do any of the following describe the supplier?: Yes No

- Patient Organisation: a not-for-profit organisation, mainly composed of patients and/or caregivers, that represent and/or support the needs of patients and/or caregivers; or

- Healthcare Professional: Any natural person that is a member of the medical, dental, pharmacy or nursing professions or any other person who, in the course of his or her professional activities, may prescribe, purchase, supply, recommend or administer a medicinal product and whose primary practice, principal professional address or place of incorporation is in Europe. For the avoidance of doubt, the definition of Healthcare Professional includes any official or employee of a government agency or other organisation (whether in the public or private sector) that may prescribe, purchase, supply or administer medicinal products but excludes a wholesaler or distributor of medicinal products; or

- Healthcare Organisation: Any legal person (i) that is a healthcare, medical or scientific association or organisation (irrespective of the legal or organisational form) such as a hospital, clinic, foundation, university or other teaching institution or learned society (except for a Patient Organisation) whose business address, place of incorporation or primary place of operation is in Europe or (ii) through which one or more Healthcare Professionals provide services.

2. Will the supplier manage any fee-for-service or other reimbursable activity (eg. meetings, consulting and/or advisory arrangements, clinical trials, educational or investigator grants, or travel- or meal-related expenses) for Takeda that involves Patient Organisations, Healthcare Professionals or Healthcare Organisations (as defined above). Yes No

3. Is the supplier owned in whole or in part by a Patient Organisation, Healthcare Professional or Healthcare Organisation (as defined above), excluding publicly traded entities in which stock or shares are held. Yes No

Industry Information

Primary Type of Industry: (24)

Business Classification

Primary Business Classification:

Certification Number:

Expiry Date:

Do you have Secondary Business Classification? No Yes (25)

Document Type	Certification Number	Expiry Date
Small Women-Owned	212316546	30.06.2014
-Select-		

Business outside the United Kingdom

Will you conduct business with or on behalf of Takeda outside the United Kingdom?: (26)

27. Click on the Attachments tab to upload pertinent information such as business classification documents, tax forms, or other information that will assist in registering your company with Takeda.
28. Select the Attachment Type from the drop down.

Attachments

Attachment Type: (28)

File Location:

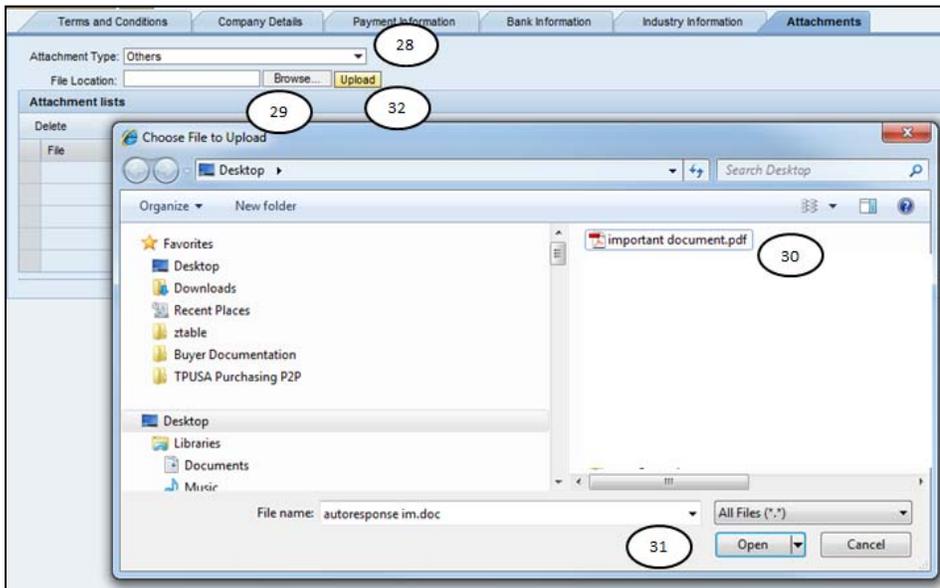
Attachment lists

- Business Classification Certificates
- Others
- Signed Tax Forms

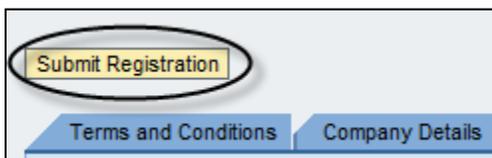
Delete

File

29. Click the Browse button to find the document to be uploaded
30. Select the required document by clicking on it
31. Click the Open button
32. Click the Upload button.
33. Repeat steps 28–32 for any additional attachments



34. Once all documentation has been provided, click the Submit Registration button



35. The system will provide a confirmation message that the registration has been successfully submitted. Takeda will now review the registration and a confirmation message will be sent out once the record has been fully set up. At that point purchase orders and payments can be received

The supplier registration was successfully submitted and is now being reviewed by Takeda. You will receive a confirmation e-mail once this process has been completed.

36. If not all mandatory fields are completed the system will provide an error message and the registration will not be submitted. Clicking on the error highlights the section with the missing data





4.0 REQUEST FOR ADDITIONAL INFORMATION

If information is missing from the registration Takeda will send the registration back to the supplier with comments indicating what additions/changes are required. The e-mail will also provide a link and invitation key for the supplier to log back into the registration to resubmit it.

5.0 SUPPORT

Questions regarding the registration or technical issues should be directed to financialsystems@tpna.com.