



**Takeda Pharmaceuticals North America, Inc.**

## **Purchasing & AP Overview**



---

## PURCHASING INFORMATION

### PURCHASE ORDER SUBMISSION

Takeda's preferred method of purchase order submission is email which requires a valid email address on file. To update your purchase order submission information, please contact [PurchasingSupport@tpna.com](mailto:PurchasingSupport@tpna.com). An example of a purchase order can be found in Appendix A.

**Note:** Deliveries can only be made and work started once a valid purchase order has been received.

### PURCHASE ORDER VERSIONING

The initial issuance of the purchase order will be designated v0. An updated purchase order will be submitted if items were added/deleted or if the delivery date, delivery address, order quantity and unit price changed.

### GENERAL INQUIRIES

All general purchasing inquiries should be submitted to [PurchasingSupport@tpna.com](mailto:PurchasingSupport@tpna.com). A purchasing representative will respond within two business days.



---

## ACCOUNTS PAYABLE INFORMATION

### INVOICE SUBMISSION

Takeda's preferred method for receiving invoices is email in the following file formats: PDF, DOC, DOCX, XLS, XLSX, TXT, or JPG format. Invoices should be emailed to [APInvoices@tpna.com](mailto:APInvoices@tpna.com).

The purchase order number and correct version number is required to be placed on each invoice before submission. Each invoice can only have one purchase order number associated with it. If the purchase order number is not available, please contact the Takeda business partner.

Invoices without the correct purchase order number, version or file format will be returned. An example of an invoice can be found in Appendix B.

**Note:** Paper invoices will continue to be accepted and paid within the agreed payment terms, but the additional processing time may add to the total reimbursement time.

### DUPLICATE INVOICE SUBMISSION

In the event that an invoice is submitted twice, it will be identified during the internal processing and not be paid.

### MULTIPLE ATTACHMENTS

It is possible to submit multiple invoices in one e-mail. However, in case a particular invoice requires multiple pages, it needs to be saved as one document before emailing.

### GENERAL INQUIRIES

All general AP inquiries without invoices should be submitted to [TakedaAP@tpna.com](mailto:TakedaAP@tpna.com). An Accounts Payable Coordinator will respond within two business days.



**APPENDIX**

**A. PURCHASE ORDER EXAMPLE**

<b>Takeda Pharmaceuticals America, Inc.</b> One Takeda Parkway Deerfield, IL 60015	<b>Purchase Order</b>	Page 1 of 3						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>VENDOR:</b>                      Mr. ACME Company Inc.                      123 Main Street                      Anytown, IL 12345                 </td> <td style="width: 50%; vertical-align: top;"> <b>PURCHASE ORDER NUMBER:</b>                      4000010256 v1                 </td> </tr> <tr> <td style="vertical-align: top;"> <b>SHIP TO:</b>                      Takeda Pharma America                      One Takeda Parkway                      Deerfield, IL 60015                 </td> <td style="vertical-align: top;"> <b>BILL TO:</b>                      Takeda Pharmaceuticals North America, Inc.                      One Takeda Parkway                      Deerfield, IL 60015                 </td> </tr> </table>			<b>VENDOR:</b> Mr. ACME Company Inc. 123 Main Street Anytown, IL 12345	<b>PURCHASE ORDER NUMBER:</b> 4000010256 v1	<b>SHIP TO:</b> Takeda Pharma America One Takeda Parkway Deerfield, IL 60015	<b>BILL TO:</b> Takeda Pharmaceuticals North America, Inc. One Takeda Parkway Deerfield, IL 60015		
<b>VENDOR:</b> Mr. ACME Company Inc. 123 Main Street Anytown, IL 12345	<b>PURCHASE ORDER NUMBER:</b> 4000010256 v1							
<b>SHIP TO:</b> Takeda Pharma America One Takeda Parkway Deerfield, IL 60015	<b>BILL TO:</b> Takeda Pharmaceuticals North America, Inc. One Takeda Parkway Deerfield, IL 60015							
Send Original Invoice to: Attn: Accounts Payable Send proof of delivery of service to:								
Vendor No.	<b>VENDOR CONTACT</b>							
11318	Name Sales Person Name Here	Phone/Fax / 18472051999						
Order Date	<b>VENDOR CONTACT</b>							
09/26/07	F.O.B	Ship Via						
Payment Terms Within 30 days Due net								
ITEM	PART NUMBER/ DESCRIPTION	DELIVERY DATE	QUANTITY	UOM	UNIT PRICE	PRICE UNIT	SUB TOTAL	CURR
10	100012 Audit Services	9/26/2007	125	EA	150.00	1	18,750.00	USD
20	100013 Consulting Services - Senior Consultant	9/26/2007	250	EA	200.00	1	50,000.00	USD
30	100014 Pass Through Expenses	9/26/2007	35,000	EA	1.00	1	35,000.00	USD
<b>TAX:</b>							<b>0.00 USD</b>	
<b>FREIGHT:</b>							<b>0.00 USD</b>	
<b>TOTAL NET VALUE:</b>							<b>103,750.00 USD</b>	
Refer Inquiries to Buyer: Nancy Clark tel 224-554-5498 fax								



**B. INVOICE EXAMPLE**

<b>Acme Demo Company</b>  123 Main Street Chicago, IL 60613 Phone 555-555-5555 Fax 555-555-5555			<b>INVOICE</b>  INVOICE #10002546 DATE: OCTOBER 15, 2007		
<b>TO:</b> Accounts Payable Takeda Pharmaceuticals North America, Inc. One Takeda Parkway Deerfield, IL 60015					
<b>SALESPERSON</b>	<b>P.O. NUMBER</b>	<b>REQUISITIONER</b>	<b>SHIPPED VIA</b>	<b>F.O.B. POINT</b>	<b>TERMS</b>
John Doe	4000010256 v1	Joe Smith			Net 30
<b>Line Item</b>	<b>DESCRIPTION</b>	<b>Qty</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>	
10	100012 – Audit Services	125	\$150.00	\$18,750.00	
20	100013 - Consulting Services – Senior Consultant	250	\$200.00	\$50,000.00	
30	100014 - Pass Through Expenses	1	\$35,000	\$35,000.00	
SUBTOTAL				\$103,750.00	
LESS PRE-PAYMENT AMOUNT					
SALES TAX					
SHIPPING & HANDLING					
TOTAL DUE				\$103,750.00	