

Frequently Asked Questions

Procure to Pay



Overview FAQs

- **Why is Astellas changing the Procure to Pay (P2P) process?** In collaboration with SAP Ariba, Astellas is implementing new technologies globally to simplify and optimise interactions with our valued supplier partners.
- **When are these changes taking place?** Suppliers providing goods and services to Astellas entities operating within Bulgaria, Croatia, Denmark, Finland, France, Germany, Greece, Hungary, Italy, Ireland, Netherlands, Norway, Romania, Slovenia, Spain, Sweden and Turkey, and UK are already live with these changes.
- For suppliers who provide goods and services to Astellas in Austria, Belgium, Czech Republic, Israel, MENASSA, Poland, Portugal, Slovakia, South Africa, Switzerland, these changes will take place in January 2022.
- **Where do I send my invoices?** Please send your invoices to the email address stated on the related Purchase Order.
- **If I have questions, who can I ask?** Please direct further questions relating to this change to the following email: EMEA_suppliersupport@astellas.com
- **Where do I send any questions or queries related to BillingPoint Onit invoicing?** The process remains unchanged, but if you have any questions, please contact the legal team at Email: LegalPayment.Admin@us.astellas.com.

Conditional FAQs

Note: The below FAQs are for Suppliers impacted by this change taking place in January 2022 (as they supply goods or services to Astellas entities operating within Austria, Belgium, Czech Republic, Israel, MENASSA, Poland, Portugal, Slovakia, South Africa, Switzerland).

- **What happens to my purchase orders issued by the countries going live in January?** If you have a purchase order with an outstanding balance at the end of December 2021, a new purchase order will be issued to you for the remaining balance. Any invoices raised to Astellas after 11th January 2022 must reference the new PO number. The new purchase order will be sent to the email address Astellas has on record.
- **Who do I contact for issues or queries relating to Purchase Orders after 11th January 2022?** For suppliers registered on the Ariba Network, contact your Ariba administrator or visit www.supplier.ariba.com for assistance. For suppliers who receive orders via email, contact your main Astellas contact.
- **How will I receive my documents from Astellas?** For suppliers registered on the Ariba Network, you will receive your documents in your online account, otherwise you will receive necessary documents (Purchase Orders and payment confirmations) via the email address Astellas has on record.