

# Supplier Invoicing Process

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## **Overview:**

In order for a supplier to receive payment for goods/services provided or payment for pass through expenses, invoices and support paperwork must first be submitted according to established Astellas guidelines coupled with any requirements detailed in a contract document. The following will detail the minimum requirements for an acceptable invoice document, required IRS forms, instructions to submit the invoice electronically and to setup electronic/ACH payments, and instructions for inquiring on payment status.

## **Invoice guidelines:**

Accounts Payable's goal is to ensure timely and efficient processing of supplier invoices to ensure timely payments. To accomplish this goal, our vendor needs to provide the following requirements when submitting an invoice.

## **Structure format: (Required)**

- Supplier invoice should reflect the proper Astellas Entity in the Bill To and the proper Astellas Entity in the Ship To/Services Provided To
- Supplier invoice should include the complete 10-digit Astellas PO Number. Supplier are required to bill Astellas one PO per Invoice; do not bundle multiple PO's on one invoice.
- Invoice number
- Invoice date
- Invoice amount
- Structure the invoice (or summary-level invoice) similar to the format defined in the PO to support an efficient data capture and allocation process, so it is transparent what is being billed and which invoice lines correspond to the PO line. List/description of products and services with corresponding quantities and amounts if applicable.
- Supplier must create invoices in black and white; avoid colored text or logos to prevent invoice image issues or data loss.

Company Name / Logo		<b>INVOICE</b>	
Your Company Name		DATE: APRIL 4, 2014	
Address type here		INVOICE # XXXXX	
City, State, Zip Code Country		PURCHASE ORDER #. 24000XXXX	
Tax ID / Email Address			
<b>TO Enter Name of Entity reference on contract)</b> <i>(Astellas US, LLC, Astellas Pharma, Astellas Global, etc.</i> 1 Astellas Way Northbrook, IL 60062 224-205-8800 Send Invoice to: AP@astellas.com			
PROJECT ID	PRODUCT	PAYMENT TERMS	DUE DATE
XXXXX	XXXX	Refer to contract for terms and enter here	
DESCRIPTION			LINE TOTAL
Professional Fees			200.00
Out of Pocket Expenses			50.00
Remit Address: Your company remit address. P.O. Box 12345 Chicago, IL 60610			
Bank information: EFT Instructions Bank of America, Chicago IL ABA: XXXXXX Acct Name: Beetle Juice Inc. Acct#: XXXXXXXXXX			
<b>TOTAL</b>			<b>250.00</b>

**Required forms:**

Astellas must have the supplier's current W9 and W8BEN form on file before A/P can process the payment. Otherwise, a 30% withholding will be assessed and deducted from the invoice payment until the completed and signed form is received. Please click on the following links to obtain the most current version of the W-9 or W-8 forms.

<http://www.irs.gov/uac/Form-W-9,-Request-for-Taxpayer-Identification-Number-and-Certification>

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

<http://www.irs.gov/uac/Form-W-8,-Certificate-of-Foreign-Status>

<http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

**Electronic Invoice Submission and Electronic Payments:**

Submit your invoices **ELECTRONICALLY** via email attachment in a .pdf, .tif, or .jpg image format to [AP@astellas.com](mailto:AP@astellas.com) (Accounts Payable-Americas) with "Invoice # and PO #" in the subject field. Please combine invoice with related supporting documents into a single file.

ACH/Direct Deposit is the Astellas preferred payment method. Please provide complete banking information and remember to submit ACH change information if and when a change occurs. Bank changes should be submitted to: [InquiriesAP@astellas.com](mailto:InquiriesAP@astellas.com).



EFT Authorization  
form + Currency 011.

Contact Astellas A/P Team for invoice payment inquiries and/or questions via email:  
[inquiriesap@astellas.com](mailto:inquiriesap@astellas.com)

### **Professional Services/Fees vs. Out-of-pocket Expenses**

Reimbursement for out-of-pocket expenses is separate than fees negotiated for the work or services contracted. All out-of-pocket expenses incurred during the completion of a project must have corresponding receipts. Only expenditures that are within Astellas guidelines coupled with any requirements detailed in a contract document will be accepted for reimbursement. Please note that the Professional Services/Fees are broken out on a separate line item from the Out-of-Pocket expense line item on the PO. In the event that the supplier bill more than the PO amount allotted for a particular item, the AP Analyst cannot apply expenses to the Professional Services/Fees line item or vice versa. In this case, the PO will require an amendment. If you are aware of a pending change order, please ensure the PO has been updated. AP will not be able to process your invoice until the amendment has been approved and the PO has been updated.

### **Payments & Terms:**

POs and related approvals are mandatory for A/P to issue the payment within Astellas' systems. Once an invoice has been approved by the business, and the PO funds are available to pay said invoice, the payment will be issued on the next payment run per Payment Terms set on PO (per contract, etc.) barring any pending credit memos on the account.

Please Note: Astellas "NO PO, NO PAY" Policy. Invoices without system generated PO, will not be processed and paid. Creating the PO Requisition after the fact is not allowed and **WILL DELAY** the payment.