

## **Invoicing Information**

Millennium: The Takeda Oncology Company is dedicated to the timely payment of all invoices in the most efficient manner possible. We realize that the reimbursement of our suppliers for goods or services provided under an **approved Agreement or Purchase Order** is a key component of our business relationship. In order for this to be accomplished, our suppliers must follow these established guidelines:

### **Purchase Order/Agreement reference number verification:**

Upon receipt of a Millennium purchase order, verify that **all** the information on the purchase order is correct before shipping product, performing services or submitting an invoice.

This should include verification of part numbers, item descriptions, units of measure, pricing, due dates and payment terms. If the purchase order is not correct, please contact the Millennium Financial Transaction Center help line at **617.551.8887**. **DO NOT** ship or bill the goods or services without an accurate purchase order.

### **Invoice Requirements:**

In order to receive **prompt payment**, it is important that the following invoice instructions be followed. Failure to follow these instructions can result in delay of payment and/or the invoice will be returned.

1. **All invoices should be submitted directly to:**  
Millennium Pharmaceuticals, Inc.  
40 Landsdowne Street  
Cambridge, MA 02139  
Attention: Accounts Payable  
(Do not include invoices with shipments)
2. Only original invoices will be considered for payment. Millennium cannot accept fax copies of invoices nor will payment be made against statements.
3. Invoices should be sent the same week as the shipment leaves your facility and/or services are provided or as specified in the terms of the purchase order.
4. Each invoice must contain the following elements listed below. Millennium reserves the right to return any invoice without appropriate information.
  - a. **Millennium purchase order (beginning with letters N, R, NP, RP).**
  - b. Millennium end user identified in the deliver to section of the purchase order.
  - c. Proper shipping address or location where services were performed identified in the ship to section of the purchase order.
  - d. Prominent identification of “prompt pay” discounts which may be offered by supplier.
  - e. Each invoice must be associated with a unique supplier invoice number.
  - f. Invoice date.

- g. Invoice for both full and partial payments **must** reflect purchase order line item. Itemized listing of goods or services which details item, part number, description, quantity, unit of measure, unit cost, (freight, sales, or VAT tax if applicable).
- h. Invoice total.
- i. Name and proper remit to address of supplier.
- j. Contact name and number at supplier for questions related to an invoice.

**Invoice Payment Inquiries:**

Suppliers may inquire about the status of payment on invoices that have reached payment terms or older from the invoice due date. The inquiries should be directed to Accounts Payable which may be reached by phone at 617.551.8887 and follow the instructions to contact the appropriate Accounts Payable coordinator.

**Supplier Address Updates:**

Please direct all correspondence on changes in supplier address or supplier name changes in writing to:

**Millennium Pharmaceuticals, Inc.**  
**40 Landsdowne Street**  
**Cambridge, MA 02139**  
**Attention: Accounts Payable**

Please include the effective date of the change(s) and be sure that any subsequent invoices sent to Millennium after the effective date reflects the new information.

**Payment Cycle:**

Supplier payments are created on Friday of each week. Payments are sent to suppliers by U.S. Mail and are typically sent out within two business days of payment creation date. For an invoice to be considered for payment it must be fully approved prior to Wednesday for inclusion in our weekly payment cycle.