



Your Guide to Payments at Takeda

Takeda Business Solutions (TBS) is responsible for managing supplier payments globally for Takeda. We have created this revised guide to help ensure you receive timely payment for your invoices.

We are committed to paying our vendors on time, and to facilitate this, we have prepared this guide to help you understand the process at Takeda and avoid payment delays.

Takeda also provides the **Ariba Network** for all suppliers, to help them conduct business in a more efficient manner. You will find information on how to use the Ariba Network in the invoicing process towards the end of this guide.

PURCHASE ORDERS

- A purchase order (PO) must be supplied to you before work commences.
- If you don't have a PO, please contact your requestor from Takeda.
- The PO should contain the goods type and quantity, as well as the requestor name.
- Unit of measure (UOM), quantity and price on the invoice should match the PO.

ISSUE INVOICE

Invoices should be sent via email (as PDF attachments) directly to the revised Takeda country specific email. You will find all emails listed on Page 2. Please note that these email accounts are unmonitored, automated scanners and cannot respond to queries.

Your invoice must be issued in line with country legal and fiscal requirements and include a valid PO number as reference. Additionally, the invoice must include:

- PO number
- Name of the requestor from Takeda

PAYMENT TERMS

Takeda's standard payment terms are 90 days, except where different terms have been agreed in a contract, Master Services Agreement (MSA), or Statement of Work (SOW).

- Payment due date is calculated from the date of receipt of an undisputed invoice by Takeda.
- According to Takeda's Global Procurement Policy, new contracts will be on minimum 90-day payment terms – exceptions may apply.
- Where a contract or MSA is not required, the PO from Takeda serves as the contract, stipulating all terms and conditions governing the transaction.

PAYMENT

Payment will be made within contract terms and/or within 90 days calculated from the date of receipt of an undisputed invoice, subject to receipt of a correctly prepared invoice, including a PO and an approval from the Takeda requisitioner within the approval system.

- Upon approval your invoice will go into the next available payment run, per the terms of payment.
- Electronic bank transfers are our preferred payment method.
- In case of any changes or mismatches between the bank data on our system and your invoice, to reduce the risk of fraud, we will ask you to confirm your bank data with our Master Data team at: TBS.MasterDataCompliance@takeda.com
You can find more information about this procedure on [Supplier Qualification & Due Diligence](#).

VENDOR QUERIES

Payment clarifications or statements can be easily displayed in our [Supplier Solutions Portal](#). Alternatively, please send your question to takedaap@takeda.com (USA) or smb.vendor.query@takeda.com (Europe/ROW) to contact with our agents.





List of **revised** country-specific email addresses to which PDF invoices should be sent. Please do not use these emails non-invoice purposes.

Takeda has provided the Ariba Network for all suppliers to conduct business in a more efficient manner.

Country of billing address	Email address for PDF invoices
Austria	invoices.at@takeda.invoicetrack.com
Belgium	invoices.be@takeda.invoicetrack.com
Bulgaria	invoices.bg@takeda.invoicetrack.com
Belarus	invoices.by@takeda.invoicetrack.com
Canada	invoices.ca@takeda.invoicetrack.com
Switzerland	invoices.ch@takeda.invoicetrack.com
Czech Republic	invoices.cz@takeda.invoicetrack.com
Germany	invoices.de@takeda.invoicetrack.com
Denmark	invoices.dk@takeda.invoicetrack.com
Estonia	invoices.ee@takeda.invoicetrack.com
Spain	invoices.es@takeda.invoicetrack.com
Finnland	invoices.fi@takeda.invoicetrack.com
France	invoices.fr@takeda.invoicetrack.com
Greece	invoices.gr@takeda.invoicetrack.com
Croatia	invoices.hr@takeda.invoicetrack.com
Hungary	invoices.hu@takeda.invoicetrack.com
Ireland	invoices.ie@takeda.invoicetrack.com
Italy	invoices.it@takeda.invoicetrack.com

Country of billing address	Email address for PDF invoices
Lithuania	invoices.lt@takeda.invoicetrack.com
Latvia	invoices.lv@takeda.invoicetrack.com
Netherlands	invoices.nl@takeda.invoicetrack.com
Norway	invoices.no@takeda.invoicetrack.com
Poland	invoices.pl@takeda.invoicetrack.com
Portugal	invoices.pt@takeda.invoicetrack.com
Romania	invoices.ro@takeda.invoicetrack.com
Serbia	invoices.rs@takeda.invoicetrack.com
Sweden	invoices.se@takeda.invoicetrack.com
Singapore	invoices.sg@takeda.invoicetrack.com
Slovenia	invoices.si@takeda.invoicetrack.com
Slovakia	invoices.sk@takeda.invoicetrack.com
Ukraine	invoices.ua@takeda.invoicetrack.com
United Arab Emirates	invoices.ae@takeda.invoicetrack.com
United Kingdom	invoices.uk@takeda.invoicetrack.com
United States	invoices.us@takeda.invoicetrack.com
South Africa RSA	invoices.za@takeda.invoicetrack.com

Ariba Network at Takeda

All invoices should be issued electronically in the Ariba platform, which is the preferred way of doing business with Takeda. If you have not yet joined the Ariba Network, then please immediately contact the Supplier Enablement team at supplier.enablement@takeda.com.

SUPPLIER SET UP

Supplier registration is managed through Ariba. You must be a registered supplier and ensure your details are kept up-to-date. You should have received a registration link (from supplier.enablement@takeda.com) to create your Ariba Network account.

ISSUE INVOICE

All PO based invoices should be sent electronically through Ariba Network.

Your supplier profile in Ariba must be 100% complete. To reset your password for your Ariba account, please use [this link](#).

For support setting up your profile please contact: supplier.enablement@takeda.com.

To be paid, your invoice must be issued in line with country legal and fiscal requirements and include a valid PO number as reference. All queries related to the Ariba Network invoicing process should be directed to: supplier.enablement@takeda.com.

