

Your Guide to Payments at Shire (effective 2nd April 2018)



Shire's Shared Services Centre Europe (SSCE), based in Dublin, Ireland, is responsible for supplier payments across Europe* for Shire. This guide has been prepared to help you receive timely payment for your invoices for Shire and Baxalta legal entities. Shire is committed to paying our vendors on time, and to facilitate this, we have prepared this guide to help you understand the process at Shire and avoid payment delays.

(* please see the countries & entities currently supported as detailed in the table on Page 2)



SUPPLIER SET UP

Supplier registration is managed through Lavante, our supplier portal. You must be a registered supplier and ensure your details are kept up to date. New Vendors – please complete your Lavante profile as soon as possible.

- Your supplier profile in Lavante must be 100% complete
- When providing contact email address a group mail box is preferred to an individual email eg. ARemail@company.com instead of mary.lamb@company
- To reset your password for Lavante, contact support@lavante.com or call +1-888-610-0757
- For support setting up your profile please contact supplier-registration@shire.com



PAYMENT TERMS

Shire's standard payment terms are 60 days, except where agreed in a contract, Master Services Agreement (MSA), or Statement of Work (SOW).

- Depending on the type and/or value transactions, Shire procurement and/or legal may be involved in approving your contract terms.
- New contracts will be on min. 60 day payment terms – exceptions may apply for Health Care Providers (HCP).
- Where a contract or MSA is not required, a PO from Shire serves as the contract, and all terms and conditions governing the transaction.



PURCHASE ORDER (PO)

A Purchase Order (PO) must be supplied to you before work commences – Shire and Baxalta operate a No Po/No Pay policy. Your PO should be 10 digits, (beginning with 1, 3, 6, 8, 9) or begin with the letter O - full PO number should be stated on the invoice. A requisition number is not a PO number, and goods should not be supplied until you have received an official PO.

- The PO should contain the goods type & quantity.
- Unit of measure (UOM), quantity, and price on the invoice should match the PO.
- Shire is rolling out a new procurement system, called Coupa – you should have already received full details about this change.



DELIVER GOODS/SERVICES

A delivery slip must be provided to Shire when goods are delivered.

- An itemized packing slip with Shire's PO number and quantities shipped must accompany each delivery and be marked in each separate package in the delivery
- Shire's count will be accepted as conclusive on shipments not accompanied by a packing slip



ISSUE INVOICE

All Invoices must be sent directly to the address on the reverse of this guide for processing (do not send invoices to your Shire requisitioner) - invoices not sent directly will result in delayed payment. If emailing invoices, please be aware:

- the Invoice email account is an unmonitored, automated scanner and cannot respond to queries. All queries should be directed to the query email account
- Please ensure invoices are only PDF or TIFF.

Exception – Germany: please see details on page 2

To be paid, your invoice MUST contain

- Date of Invoice
- Invoice number
- Correct "Bill To" legal entity & registered address matching the PO
- PO number (invoices without PO will be returned)
- Supplier full name & address
- Banking details (matching your supplier registration)
- Description of goods or services (including dates of services)
- Unit price of good/services (excl. tax, rebate, or discounts)
- VAT number for both your company and Shire
- VAT rate applied and breakdown of amount payable by rate



PAYMENT

Payments will be made:

- Within contract terms and/or within 60 days
- Subject to receipt of correctly prepared invoice including PO, and approval from the Shire requisitioner within the approved system.

- We process payments weekly each with value date Friday.
- Once your invoice is approved, it should go into the next available payment run, per the terms of payment.
- We pay by electronic bank transfers only.

Your Guide to Payments at Shire (effective 2nd April 2018) (continued)

Getting in Touch

You can get in touch with the team at Shire’s Shared Services Centre Europe using the contact details below.

Please ensure you note the differences between:

- “Bill to” - the legal registered Shire or Baxalta address found on your PO and should be included in your invoice to us.
- “Ship to” - where goods and services should be sent to or provided, also included on your PO.
- “Send to” – the address below where invoices should be sent to for payment. Please ensure all invoices are sent directly to the addresses below to avoid any payment delays. If you are providing goods/services to multiple countries, please note that different mailboxes may apply – **always send your invoice to the mailbox for the Shire/Baxalta legal registered entity (“Bill to”) that has ordered the goods or services** (not where your company is located). (eg. if you are based in Switzerland, but the Shire/Baxalta company you are supplying is in France, then use the France details)

Please note that Shire’s standard payment terms are 60 days, unless otherwise stated on your contract, MSA, or SOW.

For all queries sent to AccountsPayableEU@shire.com, Shire Shared Services will issue a “case number” and “ref” – please quote your unique case number in any follow-up emails to our team. A new case number and ref will be issued for each new query.

Country: (“ Bill to” country on your PO)	Email invoices (Preferred) ¹ PDF or TIFF format only. This is an unmonitored, automated scanner email and cannot respond to queries	Email queries only
Austria Belgium Ireland Italy Netherlands Nordics: <i>Finland, Sweden, Norway, Denmark</i> Switzerland United Kingdom	invoicesEU@shire.com	AccountsPayableEU@shire.com
France	InvoicesFR@shire.com	
Portugal	InvoicesPT@shire.com	
Spain	InvoicesES@shire.com	
Postal Mail invoices¹⁺²:	Shire (full legal entity name) , Accounts Payable PO Box 7716, Royal Mail Sorting Office, Crucible Road, Corby, Northamptonshire, NN17 5ZZ, UK	

Germany	All Shire and former Baxalta entities. Unfortunately Invoices cannot be emailed. Mail invoices: Shire Deutschland GmbH, Friedrichstraße 149, Berlin 10117 U.St.-ID DE297264154	Email questions to: AccountsPayableEU@shire.com
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¹ Email invoices are preferred, except in Germany where only paper invoices will be accepted

² This is a postal address only for invoices – the “Bill to” Entity & legal registered address must be included in the invoice and will be listed in the PO.