



Supplier Guide:

How to register as a supplier in Lavante



Shared Services Center Americas
May 2018

Registering as a Shire Supplier

Shire's Shared Services Centre Americas (SSCA), based in Exton, PA is responsible for supplier payments across the United States and Canada for Shire. This guide has been prepared to help you register quickly and easily in our Supplier registration system, Lavante. All suppliers must be registered before a purchase order can be provided and will avoid any payment delays.

[Check List](#) | [6 Easy Steps to Registration](#) | [Frequently Asked Questions](#) .

YOUR CHECK LIST - Before you start, you will need:

- ✓ **Your “Invitation to Register”** email from Lavante containing your reference number and link
- ✓ **Company information:** Company Name, registered address, Country of Registration, currency, tax numbers and forms
- ✓ **Company contact information:** Phone number and email address for all invoice and payment information
- ✓ **Payment information** Preferred payment type
- ✓ **Banking information:** Currency, Remittance email, bank country, account number, account, payee name
- ✓ **Evidence of banking and company information:** copy of Banking information on company letterhead, Bank Name/ Branch address/ City/ State or Region/ Postal code
- ✓ **Be prepared to answer questions about your responsibilities as a supplier:** W8/W9 only for US vendors/ Human Trafficking/ Conflict Minerals/ Conflict of Interest

Note: for best Lavante performance, please use Google Chrome



Step 1: Your Invitation to Register

You will receive an invitation to register from lavante.connect.noreply@connectmail.lavante.com

Below is an example of email you will receive.

Click on link Highlighted in Blue to start the registration process.

Registration requested by Shire Plc

Hello ABC at No EI 2:

We have partnered with Lavante, Inc. to provide a self-service portal to collect and securely maintain your information such as Tax Identification Number (TIN), VAT number, W9s etc. and contact information as it relates to business with Shire Plc. There are no fees required for suppliers to register or update account information through Lavante Connect.

Shire Plc is requesting all suppliers, i.e. any organization or individual that receives payment from us, to register on Lavante Connect. There will be **no change to current invoice or payment processes.**

To complete the registration process please click [here](#)

You can continue to update your online profile by visiting Connect.Lavante.com and using the login credentials created during the registration process.

*****Do not forward this email*****

*If this email was delivered to a **general alias**, or if you are **not the contact** for Shire plc at your company, click [here](#).*

This invitation, reference number SHR-214636, is being made by the following divisions of Shire:

- EU-0100-Shire Biopharma Holdings Ltd

Please complete your registration **at your earliest convenience.**

Thank you,

Shire Supplier Registration Team

For help with registration reply to this email or call [1-888-610-0757](tel:1-888-610-0757) or [1-408-754-0491](tel:1-408-754-0491) (outside the US).

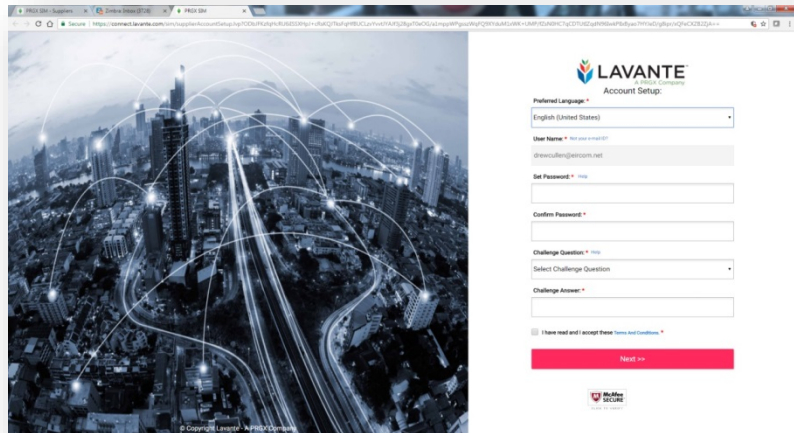


Step 2:

Set up your account & complete initial registration

Account Setup

- Create a username and password that you will need to keep through the registration process, and click Next .
- Please keep a record within the business to ensure continuity of access if you move to a new position.



Registration form:

This will take you to a registration page to create a core profile.

- Name: Company Name that will appear on Invoice
- Country: Country of residence
- Business Name: As shown on your income tax return
- Do you have a VAT registration number?
- Any US Source Income?

Name *

Name cannot be left blank.

Job Title:

Department:

Select Department *

Country * [Help](#)

Ireland *

Email:

drewcollen@eircom.net

Phone:

Fax:

Company Legal ID/Tax ID Information: [Ireland](#) [Help](#)

Name/Business Name (As shown on your income tax return) *

Do you have a VAT Registration Number? *

Yes No

Upload Legal ID/Tax ID Document

Choose File: No file chosen

Any US Source Income?:

Yes No

PRGX requires that you certify the information provided by submitting an electronic signature. Please read the text below and provide an electronic signature (Type your name).

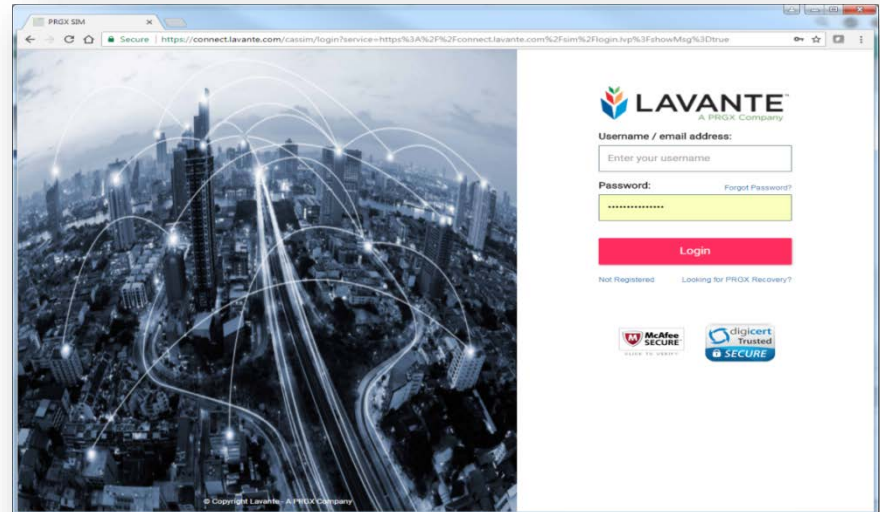
I am a duly authorized representative of the company. By checking this box and by providing my login username and password I certify under penalty of perjury that the information provided by me herein is true and correct to the best of my knowledge. In the case of any changes to the information provided herein, another representative of the company or I will update the information as soon as possible. *



Step 3: Login and Complete your Supplier Profile

Login to your profile in Lavante:


Login with the username and profile you just created from steps 2&3



Click on “Please complete profile” in blue

HOME

HOME [Public Profile Settings](#)

Shire Contact Details 

Email us:

Outstanding Tasks

Task Description	Customer Name	ID	Date Received
Please complete your profile	Shire	SHR-419532	04/03/2018

Invitations to complete information

Shire Status of Invitation

Allow anyone on the network to see your completed information [Help](#)

Customer Name	Invitation ID	Activities	Division(s)	% Completed	Invitation Status	Actions
Shire	SHR-419532		EU-0101-Shire Pharma Group	0%	Incomplete	...



Tip: Creating Your Supplier Profile in Lavante

Fill in required fields for your company Profile.

* *required fields are highlighted by Red Asterisks*

HOME

Jump To Another Invite: SHR-419532

Profile Completeness 15%

1 Profile (Your Company) 2 Document & Certification (Your Company) 3 Payment Info (Customer Specific) 4 Profile (Customer Specific)

Shire : SHR-419532 Show Divisions | Help

Fields marked with (*) are required for Supplier Profile completion.

Your Company Information

Supplier Name * (Do not Use)

Country of Registration * Ireland Help

Majority Ownership * Ireland

Company Email: Help

Required Fields to Complete (17)

Profile (Your Company) 7

- Your Company Information
- Majority Ownership
- Company Phone
- Your Company Tax Information
- Business Structure (Tax Classific...
- Your Location and Your Contact Information
- Headquarter Address
- Remit To Address
- Order From Address

Note: as you complete your company profile in Lavante on the left hand side off the page you can track your progress and the green bubble will tell you how many number of items are yet to be completed, all profiles must be 100% complete before you can submit.

Profile Completeness 15%

Required Fields to Complete (17)

Profile (Your Company) 7

- Your Company Information
- Majority Ownership
- Company Phone
- Your Company Tax Information
- Business Structure (Tax Classific...
- Your Location and Your Contact Information
- Headquarter Address
- Remit To Address
- Order From Address

Step 4: Creating Your Profile: Your Company

The following fields **MUST** be completed to ensure we have all information to contact and pay you:

- A. Supplier Name – Supplier name that will appear on invoice
- B. Country of Registration – country where your business is located
- C. Majority Ownership – location of the majority shares
- D. Company phone – contact number for your business
- E. State of Incorporation
- F. Business Structure (Tax Classification) – type of business, TIN Type, TIN Number
- G. W9 Form – upload a copy of a signed and dated W9 form
- H. Address – this will ask for 3 different addresses, they can be all the same but all 3 need to be completed

1 Profile (Your Company)

Supplier Name: *

Country of Registration: * [Help](#)

Majority Ownership:

Company Phone: *

State of Incorporation

Business Structure (Tax Classification): *

Name/Business Name (As shown on your income tax return):

Business name/Disregarded Name, if different from above:

Taxpayer Identification Number [TIN] Type: * Employer Identification Number(EIN)
 Social Security Number(SSN)

Legal ID *

Your Location and Your Contact Information [Help](#)

Address 1

Address:

Location Type: [Add another](#)

Contact: [Add another](#)



Step 5: Creating Your Profile: Payment Information

Payment Info (Customer Specific)


You will be asked for payment method type and will need to add your evidence of banking details. Suitable evidence includes:

- *headed paper with company bank details or*
- *copy invoice.*

Note: Add New will bring you to where you need to complete your company bank details and add valid back up.

3 Payment Info (Customer Specific)

Fields marked with (*) are required for Supplier Profile completion.

Customer: Shire 

Payment Authorization

Preferred Payment Type: *

Payment Type Supported: EFT

This authority is to remain in full force and effect until COMPANY has received a written notification from me (us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

EFT(Direct Deposit) Details

EFT(Electronic Fund Transfer - Direct Deposit)

Type	Bank Code	Account Number With Status	SWIFT Code	IBAN Number	Bank Details	Action
No Data Available						

[Add New](#)

Purchase Order Contact Information *

[Add New](#)

First Name	Last Name	PO Contact Email	Actions
No Data Available			

Cancel Save Save & Exit Send Invitation << Previous Next >>



Step 6 – The Final Step: Creating Your Profile: Responsibilities

Profile (Customer Specific) required Fields that MUST be completed

- A. W8 Requirements – This relates to vendors located outside of the US who will physically come to the US to conduct business
- B. Product and services – will your company be providing goods or a service and just a brief description.
- C. Shire code of Ethics and conduct policy Questions -
 - Human Trafficking
 - Conflict Material
 - Conflict of interest

Note: e-Signature is the email address used to create the profile. Once you click on this and profile is 100% complete hit Submit Profile



The screenshot displays a web form titled "Profile (Customer Specific)" with a progress indicator "4". The form is divided into several sections:

- W8 Requirements:** Includes a dropdown menu for "Type of Products and Services" (currently set to "Select Type") and a text area for "Summary (Type of products or services you sell)".
- Human Trafficking:** A checkbox question: "I certify that materials incorporated into the products provided to Shire comply with the laws regarding slavery and human trafficking of the country or countries in which we do business." with radio buttons for "Yes" and "No".
- Conflict Minerals:** A checkbox question: "Are any of the following metals necessary to, or used in the manufacture of, products that you supply to Shire? Tantalum (Ta), Tin (Sn), Gold (Au) or Tungsten (W)?" with radio buttons for "Yes" and "No".
- Conflict of Interest:** A text area with a definition: "A conflict of interest may exist when a Shire employee and/or his or her spouse or emancipated minor children has a connection to the above referenced vendor, and a reasonable person would think this relationship would compromise the competitive process." Below it is a checkbox question: "Does any individual employed by Shire have a significant interest in your business?" with radio buttons for "Yes" and "No".
- e-Signature:** A text area with a disclaimer: "PRGX Inc requires that you certify the information provided by submitting an electronic signature. Please read the text below and provide an electronic signature (Type your name)". Below it is a checkbox question: "I certify under the penalty of perjury that all the information provided by me herein is true and correct to the best of my knowledge. In the case of any change to information provided herein, I undertake to update this system with the same. I consent for the information I have provided on this registration to be transferred to countries which may not offer the same level of protection as my home country."

At the bottom of the form, there are five buttons: "Cancel", "Save & Exit", "Send Invitation", "<< Previous", and "Submit Profile".

Frequently Asked Questions

If I am having technical issues who do I contact:

Contact support@lavante.zendesk.com

Who can I contact for help completing the profile:

Please contact supplier-registration@shire.com

What happens after I complete the profile?

Once the profile is complete to 100%, it will be reviewed by Shire Supplier Registration team. If all details are correctly completed, you will receive a notification with vendor number.

How long does the process take?

Once the profile is complete and valid back up is provided, a vendor ID number will be provided within 3/5 working days.

