

# Your Guide to Payments at Shire - US and Canada (effective 5<sup>th</sup> February 2018)



Shire's Shared Services Center Americas (SSCA), based in Exton, Pennsylvania, is responsible for supplier payments for the Americas for Shire. This guide has been prepared to help you receive timely payment for your invoices for Shire 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.



## 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](mailto:ARemail@company.com) instead of [mary.lamb@company.com](mailto:mary.lamb@company.com)
- To reset your password for Lavante, contact [support@lavante.com](mailto:support@lavante.com) or call +1-888-610-0757
- For support setting up your profile please contact [supplier-registration@shire.com](mailto:supplier-registration@shire.com)



## PAYMENT TERMS

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

- Depending on the size of spend, 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. Your PO should be 10 digits, beginning with 1, 3, or OP. 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.



## 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 to 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 questions / inquiries. All questions/inquires should be directed to the AP team email account.
- Please ensure invoices are only PDF or TIFF format.

To be paid, your invoice MUST contain:

- Date of Invoice
- Invoice number
- Correct "Bill To" legal entity 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, if applicable
- VAT rate applied and breakdown of amount payable by rate, if applicable



## 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.

- Weekly payment runs – payments are run each Tuesday with value date Thursday.
- Once your invoice is approved, it will go into the next available payment run, per the terms of payment.

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### Getting in Touch

You can get in touch with the team at Shire's Shared Services Center Americas by emailing [accountspayablenass@shire.com](mailto:accountspayablenass@shire.com)

#### **Please Send Invoices To:**

Email: [IOS-ShireInvoices@imagingoffice.com](mailto:IOS-ShireInvoices@imagingoffice.com)  
(Send only Pdf. or Tiff. format)

or

Postal Service:  
Shire  
Attn: Accounts Payable  
PO Box 20904  
Indianapolis IN 46220  
USA