

# Supplier Invoicing Process

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## **Overview:**

In order for a vendor to receive payment for goods/services provided or payment for pass through expenses, invoices and support paperwork must first be submitted according to established Astellas guidelines coupled with any requirements detailed in a contract document. The following will detail the minimum requirements for an acceptable invoice document, required IRS forms, instructions to submit the invoice electronically and to setup ACH payments, and instructions for inquiring on payment status.

## **Invoice guidelines:**

Accounts Payable's goal is to ensure timely and efficient processing of vendor invoices to ensure timely payments. To accomplish this goal, our vendor needs to provide the following requirements when submitting an invoice.

## **Structure format:**

- Vendor invoice should reflect the proper Astellas Entity in the Bill To and the proper Astellas Entity in the Ship To/Services Provided To
- Vendor invoice should include the complete 10-digit Astellas PO Number and Only bill for one PO per Invoice; do not bundle multiple PO's on one invoice.
- Invoice number
- Invoice date
- Invoice amount
- Structure your invoice (or summary-level invoice) similar to the format defined in the PO to support an efficient data capture and allocation process, so it is transparent what is being billed and which invoice lines correspond to the PO line. List/description of products and services with corresponding quantities and amounts if applicable.

Create your invoices in black and white; avoid colored text or logos to prevent invoice image issues or data loss.

Company Logo – Company name and address, etc.

## Invoice

Bill To:  
**ASTELLAS PHARMA US, INC.**

ATTN: ACCOUNTS PAYABLE  
1 ASTELLAS WAY  
NORTHBROOK, IL 60062  
UNITED STATES

Invoice: 155008490  
Invoice Date: Nov/10/2014  
Payment Terms: NET 30  
Due Date: Dec/10/2014  
Page: 1 of 1  
Billing Currency: USD  
Customer Number: 1004483  
Contract Number: 10058268  
Billing Contact Name: Accounts Receivable  
Billing Inquiry Phone: 240-632-3000  
Customer PO: 2400045915

Original Invoice		Net Amount
<b>Professional Fees</b>		
Consultancy Services		20,938.67
	<b>Subtotal:</b>	<b>20,938.67</b>
<b>Expenses</b>		
Misc consumables and admin		481.59
Other		1,887.05
	<b>Subtotal:</b>	<b>2,368.64</b>
	<b>Total Pretax Amount:</b>	<b>23,307.31</b>
	<b>Amount Due:</b>	<b>23,307.31 USD</b>

Please remit with invoice number to:

### **Required forms:**

Astellas must have a current W9 and W8 form on file before A/P can process the payment. Otherwise, a 30% withholding will be assessed and deducted from the invoice payment until the form is received. Please click on the following links to obtain the most current version of the W-9 or W-8 forms.

<http://www.irs.gov/uac/Form-W-9,-Request-for-Taxpayer-Identification-Number-and-Certification>

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

<http://www.irs.gov/uac/Form-W-8,-Certificate-of-Foreign-Status>

<http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>

**Electronic Invoice Submission and Electronic Payments:**

Submit your invoices **ELECTRONICALLY** via email attachment in a .pdf, .tif, or .jpg image format to [AP@astellas.com](mailto:AP@astellas.com) (Accounts Payable-Americas) with "Invoice # and PO #" in the subject field. Please combine invoice with related supporting documents into a single file.

ACH/Direct Deposit is the Astellas preferred payment method. Please provide complete banking information and remember to submit ACH change information if and when a change occurs. Bank changes should be submitted to: [InquiriesAP@astellas.com](mailto:InquiriesAP@astellas.com).



EFT Authorization  
form + Currency 011:

Contact Astellas A/P Team for invoice payment inquiries and/or questions via email:  
[inquiriesap@astellas.com](mailto:inquiriesap@astellas.com)

**Professional Services/Fees vs. Out-of-pocket Expenses**

Reimbursement for out-of-pocket expenses is separate than fees negotiated for the work or services contracted. All out-of-pocket expenses incurred during the completion of a project must have corresponding receipts. Only expenditures that are within Astellas guidelines coupled with any requirements detailed in a contract document will be accepted for reimbursement. Please note that the Professional Services/Fees are broken out on a separate line item from the Out-of-Pocket expense line item on the PO. In the event that you bill more than the PO amount allotted for a particular item, AP cannot apply Expenses to the Professional Services/Fees line item or vice versa. The PO will require an amendment. If you are aware of a pending change order, please ensure the PO has been updated as AP will not be able to process your invoice until the amendment has been approved and PO updated.

**Payments & Terms:**

POs and related approvals are mandatory to issue a payment within Astellas' systems. Once an invoice has been approved by the business, and PO funds are available to pay said invoice, the payment will issue in the next payment run per Payment Terms on PO (per contract, etc.) barring any pending credit memos on the account. Please remember, without an Astellas' system generated PO, there **WILL BE A DELAY** in payment.