

Invoice Requirements

General invoice requirements for invoices billed to MiniMed entities. MiniMed strives to be a reliable business partner. Procure To Pay (PTP) value stream, which includes Accounts Payable, is a critical element of our end-to-end vendor relationship management process. In support of creating an efficient Accounts Payable process, we have defined the standard invoice requirements which will assist with processing supplier invoices efficiently.

Invoice Delivery:

Our preferred way to receive invoices is via email in PDF format with only one invoice per PDF, sent to the email address listed on your PO.

Invoices may also be sent via mail and country regulations that require invoices to be sent via mail, need to use the mailing address on the face of the PO. We digitalize/scan all paper invoices and the invoices must be legible so that they can be read after scanning. Invoices with low print quality (e.g. printed by a matrix printer or handwritten) run the risk of not fulfilling this requirement and will be rejected.

We prefer to have One Purchase Order reference per Invoice.

Please Note: Purchase Order reference on all invoices is mandatory and should be provided by MiniMed prior to start service or shipment of the goods.

MiniMed has a No PO No Pay policy, therefore if an invoice is issued without a correct purchase order it is not PTP compliant and will be rejected back to the supplier. If an invoice is missing any legal requirements, it will be rejected back to the supplier (e.g. Incorrect Bill to address).

Invoices should only be submitted once. MiniMed has a corporate standard payment term of 90 days. Consolidated invoices are only allowed if agreed upfront with Indirect Sourcing Management in MiniMed.

All invoices & credit notes must fulfill the statutory legal requirements

Standard invoice requirements:

- Minimed PO number
- Invoice number or a sequential number that uniquely identifies the invoice
- Supplier name and address (a physical address must be on the invoice)
- Full "Bill To" company name and address (as stated on the PO)
- Full "Ship To" name and address (if applicable)

- Issue date of invoice
- Description of the goods or services
- Bank account (last 5 digits) for invoice currency
- One invoice currency (only payable currency, NO other currencies)
- Delivery note/ packing slip number of goods being delivered
- Taxable amount per rate (on net amount) or Gross Total amount payable
- Credit notes for indirect purchases (POs starting with 61):
 - Clearly labeled as “credit note”
 - State the reference of the original invoice (if applicable)
 - Description of the goods or services
 - Medtronic/Covidien PO number (if applicable)
 - Gross Payable amount accompanied with a minus sign

Requirements for submitting invoices via email:

United States invoices rs.diabetesap@medtronic.com

Americas (CA & PR) invoices rs.usminimedapprod@medtronic.com

- The invoice must be in PDF format and contain ONLY the invoice
- Each PDF file can contain only one invoice/credit note. Any additional backup must be included in the same PDF with the invoice on the first page.
- The email body should be left blank. Do not add a signature or other links. Adding items to the body of the email may cause your invoice to be rejected.
- PDF attachments that contain encryption or are password protected will be rejected.
- The PDF should not be in color or include highlights.
- The maximum file size is 10 MB per email

Accounts Payable Contact:

- Email address for questions related to the status of the invoice (e.g. Not paid, statements, etc.):
 - General address: rs.minimedamericaapinquiry@medtronic.com
- Phone number for queries related to Accounts Payable: +1(210) 775-7919.
- Email address for sending invoices for payment will be listed on the PO. Please note that queries sent to this email address will not be responded to.