

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. We digitalize/scan all paper invoices. Invoices must be readable after scanning. Invoices printed in a low/poor quality (e.g., printed by a matrix printer or handwritten) run the risk of not fulfilling this requirement and may 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 should fulfill the statutory legal requirements

Standard invoice requirements:

- Supplier name and address
- Full Bill to company name and address
- Full Ship to name and address (if applicable)
- Supplier VAT registration number and Bank details
- Issue date of invoice

- Invoice number or a sequential number which uniquely identifies the invoice
- One invoice currency (Only Payable currency, NO other currencies)
- MiniMed Purchase Order reference
- Description of the goods delivered, or services rendered
- Delivery note number (if applicable)
- Taxable amount per rate (net amount)
- VAT rate/s (%)
- VAT amount/s payable
- Gross amount payable
- Credit notes:
 - Clearly labelled as “credit note”
 - State the reference of the original Invoice (if applicable)
 - Description of the goods or services
 - MiniMed Purchase order (if applicable)
 - Preventing mistakes: Gross amount accompanied with a minus sign
 - No reference to Original invoice or Purchase order available please obtain reference details (e.g. Cost Center) from your MiniMed contact person.

Requirements for submitting invoices via email: rs.apacminimedapprod@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
- Up to 10 PDFs can be sent in one email
- The maximum file size is 10 MB per email
- The pdf filename can only be 50 characters at maximum

PTP Contact:

- Email address for questions related to the status of the invoice (e.g. Not paid, statements, etc.):
- rs.minimedAPACapinquiry@medtronic.com
- 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.