

# 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 written in Arabic, Hebrew or Cyrillic alphabets should be send to the local Minimed entity (as per Bill To address on the PO).

Invoices can be also sent via post. We as MiniMed digitalize / scan all received invoices. Invoices printed in a low / poor quality (E.g. printed by a matrix printer or hand written) run the risk of not fulfilling this requirement - invoices should be readable after scanning.

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.

**PTP Contact:**

- Email address for sending email regarding the status of the invoice (E.g., Not paid, statements, etc.): [rs.minimedEMEAinquiry@medtronic.com](mailto:rs.minimedEMEAinquiry@medtronic.com)
- Phone number for queries related to Accounts Payable: +1(210) 775-7919
- If legally allowed in your Country. Email address for sending invoices for payment: [rs.emeaminimedapprod@medtronic.com](mailto:rs.emeaminimedapprod@medtronic.com) (Please note queries sent to this email address will not be responded to). Note: invoice sent twice to us will be ignored and removed from our system.

**Requirements for sending invoices to the email address [rs.emeaminimedapprod@medtronic.com](mailto:rs.emeaminimedapprod@medtronic.com)**

- Invoice must be in PDF format
- Each PDF file can contain only one invoice/credit note
- Maximum size is 10 MB per email