



## **General invoice requirements for invoices billed to Medtronic and Covidien entities**

Medtronic/Covidien 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.

Only one PO number must be referenced on your invoice. Consolidated invoices are only allowed if agreed upon upfront with your Indirect Supply Management contact.

All invoices & credit notes must fulfill the statutory legal requirements

### **Standard invoice requirements:**

- o A Medtronic/Covidien PO number
- o Invoice number or a sequential number that uniquely identifies the invoice
- o Supplier name and address (a physical address must be on the invoice)

- o Full "Bill To" company name and address (as stated on the PO)
- o Full "Ship To" name and address (if applicable)
- o Issue date of invoice
- o Description of the goods or services
- o Bank account (last 5 digits) for invoice currency
- o One invoice currency (only payable currency, NO other currencies)
- o Delivery note/ packing slip number of goods being delivered
- o Taxable amount per rate (on net amount)
- o Gross Total amount payable
- o Credit notes for indirect purchases (POs starting with 42):
  - 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:**

- 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:**

- o Email address for questions related to the status of the invoice (e.g. Not paid, statements, etc.):
  - General address: RS.APInquiry@MEDTRONIC.COM
  - For Diabetes: RSNotify@MEDTRONIC.COM
- o Phone number for queries related to Accounts Payable: (+1) 763.514.8975, option 2.
- o 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