



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 (including 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 Standard Invoice requirements which will assist with processing supplier invoices in a standardized, structured and more efficient way.

Invoice Delivery:

For most APAC/GC countries Invoices can be sent via post.

Except Singapore, Australia, and New Zealand can be sent by email to the e-invoice mailbox.

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.

Please indicate correct PO number on your invoice. Consolidated invoices are only allowed if agreed upon upfront with your Indirect Supply Management contact.

All invoices & credit notes should fulfill the statutory legal requirements

Standard invoice requirements:

- o Medtronic/Covidien PO number reference
- o Invoice number or a sequential number that uniquely identifies the invoice
- o Supplier name and address (a physical address must be on file if not on 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 Supplier VAT registration number and Bank details (if applicable)
- o One invoice currency (only payable currency, NO other currencies)
- o Delivery note number (if applicable)
- o Taxable amount per rate (net amount)
- o VAT rate/s (%)
- o VAT amount/s payable
- o Gross Total amount payable
- o Credit notes:
 - 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
- 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:

- o Email address for questions related to the status of the invoice (e.g. Not paid, statements, etc.):
 - rs.accountspayableasiafssc@medtronic.com
- o Email address for sending invoices for payment will be listed on the PO:
 - Singapore: rs.invoicessingapore@medtronic.com
 - Australia, New Zealand: rs.invoicesaus@medtronic.com
 - Please note that queries sent to this email address will not be responded to