Medtronic

Invoice Requirements

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 our Accounts Payable process efficiency, we defined Standard Invoice requirements which will assist us with processing vendor invoices in a standardized, structured and more efficient way. These requirements will be beneficial to all of us.

Invoice Delivery:
Our preferred way to receive invoices is via email, in PDF format at invoice@medtronic.com
Invoices written in Arabic, Hebrew or Cyrillic alphabets should be send to the local Medtronic entity (as per Bill To address on the PO).

Invoices can be also sent via post. We as Medtronic/Covidien digitalize / scan all received invoices. Invoices printed in a low / poor quality (E.g., printed by a matrix printer or handwritten) 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 Medtronic/Covidien prior to start service or shipment of the goods.

Medtronic/Covidien 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. Medtronic/Covidien has a corporate standard payment term of 90 days. Consolidated invoices are only allowed if agreed upfront with Indirect Sourcing Management in Medtronic.

All invoices & credit notes should fulfill the statutory legal requirements.

Invoices submitted through country governmental portal must adhere to standard invoice requirements.

Standard invoice requirements:

- o Supplier name and address
- o Full Bill to company name and address
- o Full Ship to name and address (if applicable)
- o Supplier VAT registration number and Bank details
- o Issue date of invoice
- o Invoice number or a sequential number which uniquely identifies the invoice
- o One invoice currency (Only Payable currency, NO other currencies)
- o Medtronic/Covidien Purchase Order reference
- o Description of the goods delivered, or services rendered
- o Delivery note number (if applicable)
- o Taxable amount per rate (net amount)
- o VAT rate/s (%)
- o VAT amount/s payable
- o Gross amount payable
- o Credit notes:
    - Clearly labelled as "credit note"
    - State the reference of the original Invoice (if applicable)
    - Description of the goods or services
    - Medtronic/Covidien 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 Medtronic/Covidien contact person.

PTP Contact:
- o Email address for sending email regarding the status of the invoice (E.g., Not paid, statements, etc.): fsscaccountspayable@medtronic.com .

- o Phone number for queries related to Accounts Payable: (+31)45-5668222, option 1.

    - Local IPT phone numbers are available within English speaking countries, enabling local phone calls to be routed over the internal network to the PTP AP Contact.
        - Belgium: 3224560915
        - Denmark: 4532481624
        - Finland: 358207281202
        - Germany: 4921598149196
        - Norway: 4767103271
        - United Kingdom: 441923205169

- o If legally allowed in your Country.   Email address for sending invoices for payment: invoice@medtronic.com (Please note queries sent to this email address will not be responded to). Note: invoice send twice to us will be ignored and removed from our system.

Requirements for sending invoices to the email address invoice@medtronic.com
- o Invoice must be in PDF format

- o Each PDF file can contain only one invoice/credit note

- o Maximum size is 10 MB per email