

Amgen Invoice Guidelines – North America

Note: These guidelines are for suppliers who will be submitting invoices to Amgen’s North America locations. If you are not submitting to Amgen’s North America locations, please refer to the appropriate guidelines for payees outside of North America.

To ensure there is no delay in the processing or payment of future invoices, please follow the invoice requirements below.

INVOICE REQUIREMENTS

The following information is **required** on each invoice submitted for payment:

- Supplier’s legal name and remittance address
- Unique invoice number and invoice date (format: DD-Month-YYYY, example 09-Jan-2011)
- A valid Amgen Purchase Order (PO) number or an Amgen requestor email address
- Purchase Order (PO) Line Item Number for items billed must be included on the actual invoice
Example: If your purchase order has 5 lines of which you invoice Amgen for lines 2 and 3 only, your invoice must reference PO line number 2 and number 3.
- Detailed description of goods purchased and / or services rendered, matching the description on the PO (in case of a PO invoice)

Vendors should send Invoices* by <u>one</u> method only:	
By US Postal Mail	Amgen (Legal Entity Name) PO Box 667 Newbury Park, CA 91319-0667
Email	AccountsPayableMailroom@Amgen.com <i>(PDF copy of invoice only)</i>

**Amgen will only accept a compliant invoice. Amgen does not pay from pro forma invoices, quotes, estimates, statements or order confirmations.*

If any of the above referenced invoice requirements are missing, it can delay the processing of your invoice. In some cases, we may not be able to process your invoice and it will be sent back to you. A corrected invoice will be required.

QUESTIONS

For invoice status inquiries or questions about our invoice process, please contact our Accounts Payable Hotline at **(805) 447-7744** or email us at AccountsPayableInquiry@Amgen.com.